

HANDBOOK 1994-1995



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THE PRINCETON SEMINARY CATALOGUE

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HANDBOOK

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ACKNOWLEDGEMENT

Princeton Theological Seminary is indebted to Princeton University for permission to use its *Rights, Rules, Responsibilities* (referred to at page 36 herein).

The academic regulations are enacted by the Faculty and regularly reviewed by it. Official copies of campus policies, including interim amendments are on file in the Office of the Secretary of the Seminary. An official copy of the academic regulations, with current amendments, is on file with the Dean of Academic Affairs and in the Office of the Secretary of the Faculty.

The policies regarding campus security have been formulated under directives from the U.S. Department of Education. They are reviewed regularly by a representative committee appointed by the President, which makes recommendations to him with regard to need for modification.

Responsibilities for other Seminary policies normally are self-evident and rest with the office or facility involved.

For further information on the status of policies and regulations not mentioned above, see the Secretary of the Seminary.

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General Seminary Regulations ~

CONDUCT

Range of Penalties

For violations of Seminary-wide rules of conduct, members of the community are subject to several kinds of penalties. The applicability and exact nature of each penalty varies for faculty, students, professional staff, employees, and guests; in general, however, the penalties, in ascending order of severity, are:

1. *Warning.* A formal admonition that does not become part of an individual's permanent record, but that may be taken into account in judging the seriousness of any future violation.

2. *Disciplinary Probation.* A more serious admonition assigned for a definite amount of time. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, or in especially serious cases for dismissal, from the Seminary.

3. *Suspension for a Definite Period.* Removal from membership in, or employment by, the Seminary for a specified period of time.

4. *Indefinite Suspension.* Removal from membership in, or employment by, the Seminary for at least the period of time specified by suspension, with the suspension to continue until certain conditions stipulated by the appropriate body applying this sanction have been fulfilled. These conditions may include, but not by way of limitation, restitution of damages or formal apology.

5. *Dismissal.* Permanent removal from membership in, or employment by, the Seminary without hope of readmission to the community.

Personal Safety

Members of the Seminary community are expected to act with respect for the rights, privileges, and sensibilities of others. Actions that threaten or endanger in any way the personal safety or security of others will be regarded as serious offenses. The following offenses will be regarded as extremely serious:

1. Deliberate participation in a riot or general disturbance that threatens the safety, or seriously threatens the property, of either Seminary members or townspeople.

2. Intimidation by violence, by a threat of violence, by property damage, or by calumny which seeks to interfere with or punish the free expression of ideas.

3. The possession, storing, or use on campus of firearms or ammunition, or of any explosive or incendiary device (including firecrackers and other fireworks) that might threaten human life.

4. The use or threatened use of weapons or objects capable of being used as weapons.

5. Any physical assault committed in the course of any Seminary function or activity, or on the premises of the Seminary.

6. Any other behavior that seriously endangers human life, or threatens serious physical or psychological injury, or that reasonably may be believed to do so.

Property

Members of the Seminary community are expected to act with a considerate regard for the property of the Seminary itself and that of individual persons. The following offenses will be regarded as serious:

1. Willful damage or destruction of the property of others, or Seminary property, including the deliberate defacement of buildings, sidewalks, walls, trees, or library materials. The penalty for willful damage will ordinarily include replacement or repair.

2. The deliberate setting of fires, unless approved, including bonfires, on Seminary property, even in cases in which there is no deliberate endangerment of human life.

3. Theft or unauthorized borrowing or conspiracy to commit theft.

4. The unauthorized or fraudulent use of the Seminary's telephone system. Users of the limited-access telephone system are expected to be aware of, and to adhere to, the guidelines established.

5. Personal computers owned by the Seminary are not to be moved except under the supervision of a member of the Computer Services staff. Student use of these computers is restricted to the performance of tasks assigned by a member of the Seminary staff.

6. The unauthorized or fraudulent use of the Seminary's computer system. Users of the computer system are expected to be aware of, and to adhere to, the guidelines established by the Director of Computer Services and the Vice President for Financial Affairs.

Library Use

Because the library is uniquely important to the Seminary, members of the Seminary community are expected to act with particularly considerate regard for the security of the collections. Insofar as these collections play a crucial role in supporting the highest standards of scholarly excellence, the regulations governing library use require special attention. The theft or defacement of library materials cannot be tolerated in a scholarly community. The Seminary views such acts as very serious offenses; students should understand that their status in the Seminary may be jeopardized by infractions of this nature. Normally, students may expect suspension for serious infractions; employees or guests may expect penalties of comparable weight.

Free Expression

Princeton Seminary is a special-purpose institution, dedicated to the promotion of theological scholarship and the advancement of professional preparation for ministry. For this purpose to be realized, there is required an atmosphere conducive to the free expression and exchange of ideas, sensitive always to the claims of truth and to the rights and feelings of others.

The Seminary normally does not take a position on questions and issues under general debate, and may be committed to such a position only by the Board of Trustees. The failure of the Seminary to issue statements of opinion should not be construed either to endorse or to oppose views that may have been expressed by persons inside or outside the institution. Similarly, where the Seminary expressly commends or condemns the manner in which a position has been articulated, such action should not be understood to imply a judgment on the underlying view or opinion.

Members of the Seminary community are free to distribute leaflets, statements, and petitions unless, or until, such distribution interferes with the regular operations of the institution or significantly infringes on the rights of other persons. On an invitation basis, campus facilities may be made available to speakers whom students or other members of the Seminary wish to hear. Such speakers ordinarily are invited by the President, or his deputy, and in no instance will an honorarium be paid from Seminary funds without a contract carrying presidential authorization. In assessing whether a speaker shall be invited, consideration may be given to the possible relevance of his or her concerns for the stated purposes of the institution.

It is a violation of free expression for a member of the faculty, staff, or student body (1) to prevent, or willfully attempt to prevent, the orderly conduct of a Seminary function or activity, such as lectures, meetings, interviews, ceremonies, and public events; (2) to block, or willfully attempt to block, the legitimate activities of any person on the campus or in any Seminary building or

facility. Violations of this provision, if persisted in after due warning, will be regarded as serious offenses.

Officers of the Seminary retain the right to take whatever legal actions they may deem necessary against violators of the above provisions. Members of the press are fully subject to these provisions unless special arrangements for press coverage have been authorized by the responsible Seminary official. Ordinarily, arrangements of some kind to permit press coverage of events will be made when circumstances allow, and will be implemented by the Vice President for Financial Affairs or his designee.

Agreements and Contracts

Members of the Seminary community are expected to honor agreements or contracts relating to official Seminary activities or processes. This obligation includes, specifically, providing accurate information on official forms and documents, as well as to official Seminary persons, offices, and committees. Deliberate violations of this provision will be considered serious offenses; subsequent violations, or systematic violations in the first instance, will be considered extremely serious.

Violations of Local, State, or Federal Law

Members of the Seminary community are expected to act with respect for the safety, personal rights, and property of individuals and groups outside the Seminary, as well as to respect the proper authority of local, state, and federal officers and officials. Convictions for violation of local ordinances or of state or federal laws, by members of the Seminary community, may entail Seminary disciplinary actions regardless of where such convictions occur, if they are of a serious nature and clearly violate Seminary standards of conduct.

Name and Seal

No individual or organization of the Seminary may use the name of Princeton Theological Seminary or a name that suggests Princeton Theological Seminary, or the name of any Princeton Theological Seminary organization, except when such individual or organization has been officially recognized by the proper Seminary authorities, and except in strict accordance with the terms of recognition.

The use of the seal of the Seminary on publications, manufactured articles, and the like, is prohibited, except when specifically authorized by the Seminary. Applications for such authorization must be made to the Vice President for Financial Affairs. Deliberately fraudulent misuse of the name or seal of the Seminary by any member of the Seminary community will be regarded as a serious offense.

SECURITY AND PRIOR RESTRAINT

Security Measures

Security measures taken at on-campus events must be adequate to provide for the maintenance of order and to insure the safety of those attending or participating. Within the Seminary, the Vice President for Financial Affairs, or his deputy, is responsible for deciding whether security measures are necessary for a given event and for making appropriate arrangements. In consultation with the sponsors of the event, he will make security arrangements which involve minimum interference with the scheduled event and with the privacy and freedom of those attending.

Prior Restraint

1. Normal access to facilities of the Seminary and normal activities within the Seminary should not be restrained merely on suspicion of disruptive intent. Normal access and activities should be restricted only in circumstances that affect the health and well-being of persons, that seriously threaten physical safety, that impair or seriously threaten to impair the ability of the Seminary to carry on its normal operations, or that threaten damage to Seminary property. Except in circumstances of very grave dangers of these kinds which admit of no delay, restraint will be invoked only by the President or his representative, or by a senior officer of the Seminary authorized by him.

2. "Normal access" shall be construed in this context within the following conditions and limitations: (a) Normal access to physical facilities is governed by existing practices and policies defining hours of operation, and categories and numbers of persons to be admitted in given circumstances. (b) Any Seminary organization has the right to restrict attendance at any of its meetings to members and their invited guests; non-members have no normal right of access to such activities. (c) Meetings of the faculty, administrative staff, and the Board of Trustees, together with the committees of these agencies, are always closed, and invitations may be extended to non-members only by the presiding officer of the body concerned.

3. The imposition of a physical search of persons attending a Seminary event as a condition for their entry to the event will be authorized only under the most extreme circumstances. A decision to authorize such a search will be taken only when the following conditions are met: (a) Either the sponsors of the event, the administration, or law enforcement authorities judge such a search to be essential to the safety of those participating or attending, and request authorization from the President of the Seminary. (b) It is the judgment of the President, in consultation with the Seminary's legal counsel, that the search is legal as essential to the safety of those participating or attending.

4. When a search has been authorized, steps will be taken to ensure that those who do not wish to be searched have the opportunity to leave without being searched. Whenever possible, the fact that a search will be conducted will be publicized well in advance of the event. All such searches will be conducted by the administration unless others, similarly accountable to the Seminary or legally authorized, are requested by the President to act on behalf of the Seminary.

ON-CAMPUS MISCONDUCT AND THE LAW

Members of the Seminary

1. On-campus misconduct by members of the Seminary will normally result in internal disciplinary action, although in some instances the Seminary may deem it necessary to call upon external authorities and to file charges in the courts. In particular, misconduct by members of the Seminary or others that inflicts or threatens to inflict personal injury or serious damage to property, that severely impairs normal functions of the Seminary, or that cannot be adequately handled by the Seminary, may require the intervention of outside authorities. Outside authorities will be called only by a senior officer of the Seminary or a specifically designated representative.

2. Members of the Seminary should recognize that the Seminary is obligated by law to report to the local authorities the commission of any acts classified as high misdemeanors (felonies).

Persons on Leave of Absence or Persons not Members of the Seminary

1. On-campus misconduct by persons who are, for whatever reason, withdrawn, suspended, or on leave of absence from the Seminary will be evaluated before these persons may resume their status as regular members of the Seminary. In these instances, such persons will be granted the right to a full and prompt hearing, by the appropriate Seminary body, of any evidence relating to them. The results of such a hearing may have an effect upon their reinstatement as members of the Seminary.

2. Incidents involving persons not subject to Seminary discipline cannot always be handled by the Seminary staff and may require the calling of outside authorities (under the conditions of the first paragraph under On-Campus Misconduct and the Law). Members of the Seminary involved in such cases, when their conduct is in violation of the law, cannot be guaranteed immunity either from arrest or from prosecution. When persons who are not members of the Seminary engage in serious misconduct on the campus, the Seminary has no recourse but to press charges against them in the courts.

Policy Regarding Persons Who Are Not Members of the Seminary

1. The availability of campus facilities to persons who are not members of the Seminary is discussed in detail below, under Community Use of Seminary Resources.

2. In investigating situations which suggest that violations of law or of Seminary rules of conduct are likely to occur, officers of the institution may ascertain the status of individuals present and ask them to explain their behavior. If adequate explanations are not provided, the individuals involved may be asked to cease what they are doing and to move on.

3. In cases of major importance involving clear infractions of law or Seminary rules (such as serious property damage, theft, drugs, assault, or serious disturbances), the offenders, or those aiding or abetting or attempting to commit these offenses, will be required to leave the campus and may have legal charges brought against them.

4. All complaints related to the implementation of this policy shall be directed to the Vice President for Financial Affairs.

Persons Not Welcome on Campus

1. In reporting misconduct of major importance on campus by persons who are not members of the Seminary, administration may recommend that these persons be declared unwelcome on the campus for a specified period. Such recommendations will be reviewed carefully by the administration and then presented to the Vice President for Financial Affairs for action. Individuals will be declared unwelcome on campus only when they have demonstrated by their commission of documented actions that their presence constitutes a clear threat to the safety or property of Seminary members or to the orderly functioning of Seminary activities or facilities.

2. In cases of repeated minor offenses or failures to comply, the Vice President for Financial Affairs may declare a person *persona non grata* for up to four years; for multiple or repeated offenses, or for the most serious offenses (e.g., rape, assault with a deadly weapon, selling of narcotic drugs), the Vice President for Financial Affairs may declare a person *persona non grata* for an indefinite period.

3. Any individual who is declared unwelcome on the campus will be notified in writing by the Vice President for Financial Affairs of the following: (a) That he or she is to remain off campus for the defined period. (b) The reasons for this action. (c) The fact that if he or she returns to the campus during this period, he or she will be liable to arrest for trespassing. (d) That if he or she has grounds for requesting a review of this decision, he or she may contact the Vice President for Financial Affairs. The Vice President for Financial Affairs will review such a case in consultation with the President.

COMMUNITY USE OF SEMINARY RESOURCES

The following guidelines describe the circumstances under which the general public may use the Seminary's non-academic facilities. Use of the academic facilities by the public is not permitted except in the transaction of the Seminary's business or by permission of the Registrar. These academic facilities include: faculty offices, research facilities, conference rooms and classrooms (except where classrooms are used for public lectures or conferences, as described below).

Princeton Seminary seeks to respond to community needs and the needs of its religious constituencies by sharing its resources and facilities when possible and appropriate. However, it must protect the central educational purposes for which the Seminary was established and must conserve its resources, both physical and financial. Accordingly, Seminary functions have priority over community events in scheduling the use of facilities.

Implementation

The following policies for the implementation of these guiding principles are administered by the Vice President for Financial Affairs. It is the responsibility of that office to see that the policies are properly applied, and, when necessary, to seek interpretation from appropriate Seminary officials. It is recognized that these guidelines cannot cover every contingency. Questions about the use of facilities or about these guidelines should be raised at the Business Office.

Types of Facility Use

1. *By Explicit Invitation.* Many activities in the Seminary are unambiguously open to members of the general public. These are often announced in the *Wineskin*, and most are an integral part of the Seminary's function as an educational institution. Examples are: public lectures, open houses, conducted tours of the chapel and other buildings, and seasonal musical events.

2. *By Implicit Invitation.* The Seminary makes its grounds, walkways, and roads generally available to the public, while reserving the right to regulate or prohibit their use. Such regulations may be called for when unrestricted use of these facilities could impede the Seminary's educational mission, could be dangerous to the public, could become a nuisance to the community, or could place the Seminary in a position of substantial liability. The Seminary may, therefore, be compelled to place what it considers to be reasonable limits on the use of selected areas.

3. *By Renting Seminary Facilities in Periods of Low Usage, Especially in the Summer.* Organizations wishing to rent Seminary facilities should apply at the Housing Office. Requests for use of Seminary facilities will be considered for

the following types of activities, subject to limitations stated elsewhere in these guidelines:

- a. Activities of religious, educational, or informational nature sponsored by churches, professional societies, and other non-profit organizations.
- b. Programs with artistic, cultural, or entertainment content, which may appeal to the Seminary community.
- c. Charitable events on a limited basis, where the objectives of such events are consistent with the Seminary's theological and religious purposes.
- d. Student-initiated events approved by the Dean of Student Affairs.

The following types of activities ordinarily will not have access to Seminary facilities:

- a. Activities sponsored by off-campus organizations for political purposes or for fund raising for political goals or for influencing public policy.
- b. Other fundraising activities.
- c. Activities conducted primarily for the purpose of making a profit for the sponsoring organization which are not of general interest to the Seminary.
- d. Activities which could be construed by the public to be educational courses or other activities sponsored by the Seminary when, in fact, they are not so sponsored.
- e. Activities that fall outside the guidelines.

The following additional considerations will be taken into account in handling requests for the use of Seminary facilities:

- a. The activity should not interfere with the schedule of normal activities of the Seminary.
- b. The sponsoring organization must show that it is fiscally sound and has the resources necessary to underwrite all risks associated with the event, and that it has demonstrated administrative capacity to organize and manage the event in a manner consistent with Seminary traditions, standards, and requirements.
- c. The content of the activity should be reasonably compatible with the primary activities and the mission of the Seminary as a theological institution and should be carried out with the decorum necessary to that distinctive environment.
- d. Activities that might present problems for the local community, such as traffic congestion or noise, will be approved only after prior consultation and coordination with the local community.
- e. During the course of the academic year, when access to facilities must be limited because of their extensive use for Seminary purposes, preference will be given to outside groups sponsored by campus organizations or departments and activities that are of interest to the Seminary community.

The renting of Seminary facilities will ordinarily be on a first-come-first-served basis for eligible organizations, except that campus-based groups or Seminary-sponsored programs shall have priority. For each activity, the Housing Officer will establish charges in advance for the use of Seminary facilities.

4. *By Private Invitation.* Unless a member of the public uses Seminary facilities through one of the avenues mentioned above, he or she must be the guest of a specific Seminary person who assumes responsibility for the guest's activities and safety while the guest is on the Seminary campus. This guest privilege shall not be construed to authorize members of the Seminary community to make non-academic facilities available to guests except for short visits, nor shall it be used to relieve non-Seminary persons or groups of the responsibility for paying for the use of Seminary facilities for which charges are being made.

Any individual or group, including campus-based organizations, contemplating the use of Seminary facilities should note the guidelines for political, religious, and charitable activities (below) and the policy regarding persons who are not members of the Seminary (above).

SOLICITATION BY OFF-CAMPUS INDIVIDUALS OR ORGANIZATIONS

No individual or organization may distribute literature, advertise, or otherwise solicit customers, seek donations, or make sales on campus without the express written authorization of the Vice President for Financial Affairs.

Commercial Sales

The Vice President for Financial Affairs may grant permission for solicitation and sales by off-campus business concerns only when specifically requested to do so by a recognized Seminary student, faculty member, or employee organization. Such permission, when granted, will be subject to such limitations as the Vice President for Financial Affairs may prescribe.

Political, Religious, or Charitable Solicitation

As a general rule, the Seminary looks with disfavor upon the personal distribution of literature on the campus, or the personal solicitation of support, by non-Seminary individuals or organizations who are acting either on their own behalf or on behalf of political, religious, or charitable causes. The preferred route in these cases is as follows:

1. The Seminary provides several locations on the campus where notices may be posted and literature may be deposited. Persons and organizations not associated with the Seminary are invited to communicate with the campus

community through this medium, which will remain open unless, or until, abused.

2. Requests for Seminary cooperation in solicitations of particular importance (e.g., United Way, Red Cross Blood Drive) should be directed to the Vice President for Financial Affairs, who, in consultation with other Seminary officers, will determine the institution's response.

3. Religious organizations, publishers, and others who wish to distribute literature or make solicitations to the Seminary community, or to particular segments thereof, may present their requests to the Vice President for Financial Affairs.

4. Individuals acting on behalf of candidates for public office, or of bona fide political organizations, may obtain permission to sell or distribute their political literature under the following guidelines:

a. Application should be made to the Vice President for Financial Affairs during regular office hours.

b. The site where the political literature may be distributed or sold will be determined by the Vice President for Financial Affairs.

c. Permission may be granted only for the hours between 8:30 a.m. and 4:30 p.m., six days a week.

d. The number of persons distributing or selling literature on campus for any particular candidate or group is limited to one or two at any given time.

e. The total number of persons distributing or selling literature on campus at any given time also will be limited.

f. The number of occasions for distribution or sale of literature normally will be limited to once a month, although in special situations more frequent visits may be permitted.

g. Harassment of members of the Seminary community by those distributing or selling literature, or activity outside the hours or location specified, will be cause for immediate revocation of permission.

h. Decisions concerning requests under these guidelines should take into account any special circumstances regarding Seminary activities, as well as the burden which the granting of permission may place on Seminary security and staff.

5. Off-campus organizations that number among their members persons in the Seminary community may communicate with the campus through those persons, under the privileges normally accorded to students, faculty, and staff.

USE OF SEMINARY FACILITIES

Princeton Seminary's facilities and resources have been established and may be used only for educational purposes and may not be used for partisan political

purposes, including campaigning. In order to provide a clear understanding of the separation of Princeton Seminary's educational programs and any organized political activities and to assure that political campaigns and election activities will in no way be supported by Seminary resources, the following guidelines should be strictly adhered to:

1. The Seminary name or seal cannot be used on stationery intended for political purposes. This would include, but not be limited to, the solicitation of funds or carrying on of a political campaign.

2. No Seminary office or facility should be used as an official mailing address for political correspondence. The name of the Seminary should not be used in such correspondence either in the address or in the body of the material, and titles designating the normal association of the individual with the Seminary should not be used in such correspondence.

3. Seminary facilities must not be used for political purposes or campaigning.

4. Employees of the Seminary must not be asked to perform tasks relating to partisan political activities while on regular duty at the Seminary and, as mentioned above, Seminary administration and faculty offices should not be used for this purpose.

5. Faculty and staff have an obligation to perform normal responsibilities, and participation in partisan political programs should not be at the expense of these responsibilities.

USE OF GENERAL CAMPUS FACILITIES

Snow Policy

Princeton Seminary's policy regarding snow emergencies is governed by two considerations: (a) The existence of a large resident population, together with a rather compact academic calendar, suggests that all reasonable efforts should be made to hold classes and examinations in spite of inclement weather; (b) In the presence of significant snow accumulations, or the threat of such accumulations, normal campus services best can be restored or maintained when maintenance personnel do not have to contend with automobiles on the campus roads or in the staff parking lots. Taken together, these considerations have led to the following snow policies.

1. In the face of snow emergencies, classes and examinations will be held as scheduled if this can be done with due regard to human safety and sound educational practice. If safety would appear to be unnecessarily compromised, or attendance would be so reduced as to make regular exercises unprofitable, classes or examinations may be cancelled by the Seminary or a delayed opening may be announced. Decisions in these matters are made by the Vice President for Financial Affairs in consultation with a senior academic officer. Announce-

ments of cancellations or delayed openings will be made on radio stations WHWH, Princeton, 1350 AM and WPST, 97.5 FM.

2. Where final examinations are cancelled, they will be rescheduled by the Registrar in consultation with the professors concerned. Similarly, the Registrar, in consultation with the professors, will reschedule seminars and other classes that meet for consecutive periods on a single day. Where only one class hour is affected by a cancellation, any rescheduling will be done by the professor in consultation with the members of the class.

3. Where a delayed opening is announced, only those classes will be held that would have met during the remaining available periods, and others will be regarded as having been cancelled.

4. Cancelled examinations and classes may be rescheduled for a Saturday, for a time early in the reading period, or for some other suitable occasion.

5. Where classes or examinations are held during weather emergencies, commuters are urged to take public transportation or to adopt other measures that will reduce the influx of automobiles on the campus.

6. The Vice President for Financial Affairs may close the administrative offices of the Seminary, or announce a delayed opening, either in the interest of safety or to enable maintenance personnel to clear snow accumulations. Under such circumstances, administrative and normal library services will be cancelled, and persons in these departments are not to bring automobiles onto the campus without the approval of the Vice President for Financial Affairs.

7. During snow emergencies, the Library will remain open for reading and research, following a normal or reduced schedule, provided this can be done with due regard to personal safety and collection security. Regular services will, however be suspended. During such times, at least one full-time Library employee shall be on hand for supervisory purposes. Decisions regarding the Library shall be made by the Librarian in consultation with the Vice President for Financial Affairs.

Parking

The purpose of Seminary parking regulations is to define areas which provide efficient, convenient parking for all members of the Seminary community and keep fire and other emergency lanes open. Because of Princeton Borough fire regulations, *parking on campus roadways after midnight is prohibited. These parking regulations are in effect during the entire year, including holidays and vacation periods.*

CAR IDENTIFICATION

All members of the Seminary community are required to obtain permit stickers for all vehicles they intend to park on campus.

Student stickers may be obtained (upon presentation of PTS identification card) from the Bursar during the hours indicated for payment of fees. Staff and faculty stickers may be obtained from the Personnel Office, Room 20, Administration Building.

A permit sticker is honored as long as the owner of the vehicle is a member of the Seminary community and the effective period has not expired. The sticker should be affixed to the lower right corner of the side window in back of the driver.

Parking permit stickers must be displayed at all times. Any person who loses his or her sticker or has not yet obtained one should leave an explanatory card or note which can be seen through the windshield. A person to whom a sticker is issued will be held responsible for violations, regardless of the actual driver of the car. Stickers must be removed when cars are sold or otherwise disposed of.

PARKING AREA ASSIGNMENTS

A parking sticker identifies a vehicle as one belonging to a student or faculty or staff member. A vehicle should be parked only in the areas designated for that classification.

Resident Students living in Alexander, Hodge and Brown Halls may park in the lower lot behind Templeton Hall. Students living in Erdman Hall are to park in the "Borough Lot," which is the large lot located behind the Center for Theological Inquiry.

Commuting Students (including those residing at the Charlotte Rachel Wilson Apartments) are to park in the "Borough Lot."

Faculty may park along the campus roadway on the east side of the main campus in front of Stuart Hall, the Chapel, and up to Alexander Hall. (Parking directly in front of Miller Chapel is prohibited.) Also, there are spaces in the lot behind Speer Library which are reserved for faculty cars.

Administrators may park on the quadrangle behind Alexander Hall, in front of Hodge Hall, and in designated areas behind Hodge Hall.

Staff are to park in the College Road lot or other areas as assigned.

Maintenance Personnel may park in areas as assigned by the Director of Facilities.

Visitors may park in one of several designated areas: (a) the area in front of the Mackay Campus Center, which is for daytime parking only; (b) a few spaces in front of the Administration Building; (c) designated visitor parking spaces in the College Road lot; and (d) designated "visitor" parking spaces behind Speer Library for visitors to that facility.

RESTRICTED PARKING AREAS:

1. The area in front of the Administration Building is not available for staff or faculty parking, except for three spaces reserved for designated offices.

2. The area to the north of the Chapel and behind 29 Alexander Street is to be used only by those officially assigned a space there.
3. The area behind Payne Hall is reserved for the tenants of Payne Hall.
4. The driveway to Stuart Hall may only be used for short-term pickup from or delivery to that building.
5. The roadway behind Hodge Hall is restricted to delivery, service, and emergency vehicles, and designated administrator parking.

PARKING AND TRAFFIC REGULATIONS

Student automobiles are to be kept in designated student parking areas. They are allowed on the quad only for loading and unloading. A note must be left on the car to this effect or it will be ticketed.

Cars must be parked within parking space dividers. Park head-on in parking lots. Seminary lots are to be used for parking only and may not be used for storage of vehicles or trailers. Parking permits of violators may be revoked.

Observe regulatory signs at all times.

The speed limit on all campus roadways and in parking lots is 15 miles per hour, or as posted.

All persons who violate any of these regulations will be given one warning and then will be issued a ticket at the next violation.

VIOLATIONS

upon receiving a Seminary Motor Vehicle Violation Notice, the vehicle owner must, within 10 days, pay the \$2.00 fine or appeal the summons in writing through the Business Office to the Automobile Violations Review Committee. The notice of appeal should include the name of the vehicle owner, the parking permit number, the violation(s) stated on the summons, and the grounds of appeal. Appeals will be reviewed promptly, and a notice of action will be communicated to the petitioner.

SCHEDULE OF FINES

\$5.00 each for first two violations, reduced to \$2.00 each if paid within ten (10) days of violation notice; \$10.00 each for third and fourth violations, reduced to \$5.00 each if paid within ten (10) days of violation notice; \$25.00 each for fifth and subsequent violations, not subject to reduction.

Any unpaid summonses and late charges not settled by students after 30 days will be charged to their Seminary account, thereby requiring payment prior to subsequent semester enrollment or graduation. Other cases will be handled on an individual basis by the Vice President for Financial Affairs.

Cars not identified by Seminary parking stickers that are involved in repeated parking violations will be towed to a nearby public garage at the owner's expense. The owner of an unregistered, uninspected, or abandoned car will be issued one warning, then the car will be towed and disposed of.

SMOKING

State law regulating workplace smoking requires employers with 50 or more employees to establish written smoking rules to handle smoking grievances and to provide a smoke-free work environment for nonsmoking employees. Responding to many complaints of residual tobacco smoke in office areas from members of the Seminary community and visitors and recognizing the rights of nonsmokers to a smoke-free work environment, the Seminary has formulated a policy for a smoke-free workplace, which prohibits smoking in the following areas on campus:

1. Administration Building, Templeton Hall, and Christian Education Offices.
2. Academic areas including Speer Library, classrooms, auditoriums, seminar rooms and Miller Chapel.
3. All restrooms.
4. Elevators, hallways, and stairwells in all buildings.
5. Mackay Campus Center.
6. All conference and meeting rooms.

The Seminary reserves the right to alter smoking policies for special events. Questions and concerns about the policy should be directed to the Vice President for Financial Affairs.

NOTICES AND PICTURES

Post notices only on bulletin boards provided for that purpose. Please do not post signs on doors or walls or nail placards to trees. Pictures, etc., are not to be taped to walls.

Academic Regulations

SUPPLEMENTARY REGULATIONS FOR STUDENTS

These regulations are intended to supplement the provisions in the *Catalogue* that define degree program requirements, fee structures, and other matters pertaining to the life of the student. As such, they constitute an integral part of the contract between the Seminary and the student.

DEFINITIONS

RESIDENCE. A student is said to be in residence when he or she is regularly able to avail himself or herself of the classroom and library resources of the Seminary during the major portions of five days each week throughout the semester, including the period set aside for reading and review.

SEMESTER. This term denotes either of the two principal academic sessions (September through January; February through May) during the year, but does not have reference to summer sessions.

FULL TIME. A full time program for M.Div. and M.A. candidates, beginning their studies February 3, 1992 and before, ordinarily consists of thirteen credits each semester. The minimum load for full time candidacy (for purposes of financial aid and housing eligibility) for these students is ten credits per semester; however, students who carry no more than the minimum 10 credits for full time candidacy, will require additional semesters in order to complete their programs. For students beginning their M.Div. or M.A. program after February 3, 1992, the program ordinarily consists of 15 credits per semester, with 12 credits the minimum number for full time candidacy. M.Div. candidates on internship in fulfillment of a field education requirement are considered to be full time.

A full time program for all other master's candidates and non-degree candidates is 12 credits.

Ph.D. candidates are considered to be full time for the first six years of candidacy.

AUDITORS. Auditors are persons who have secured the permission of the professor to attend the class lectures for a course in which they are not enrolled for credit. Auditors should not expect to participate in class discussion (e.g., ask questions) or attend preceptorials, and may not take examinations or ask professors to evaluate work of any kind, and *no record will be maintained of any classes attended on this basis. Courses begun on an audit basis may not subsequently be changed to credit status.*

Regularly enrolled students, faculty spouses, student spouses, and persons invited by the President to be guests of the Seminary may audit classes by having the professor sign an audit authorization form (secured from the Office of the Registrar) and returning the signed form to the Registrar no later than 4:30 p.m. on the tenth class day of the semester (the end of drop/add period). Other qualified persons may audit classes, provided they have secured the permission of the professors involved, have enrolled with the Registrar, and have paid the required fee for each course audited. Applicants should correspond with the Registrar. No outside auditors will be received after the tenth class day of the term. See p. 45 for Ph.D. audit information.

ACADEMIC REQUIREMENTS

1.1 Course Load

a. *Maximum Load.* The normal load for any semester is 12 to 15 credit hours.

No student may enroll for more than 18 credits during any semester without the advance approval of the Registrar and, where appropriate, his or her adviser.

b. *Beginning and Ending Dates.* A course is said to begin at the first appointed class meeting thereof, and it ends at the time specified therefor on the final examination schedule.

The period between beginning and end, as thus defined, is called term time.

c. *Term Time Deadlines.* The instructor in charge of a course is responsible for establishing and enforcing the deadlines that govern the presentation of required work during term time. He or she may not, however, grant an extension beyond term time for the completion or submission of such work.

d. *Extensions beyond Term Time.* When unusual circumstances prevent a student from completing course requirements within term time, the student must submit a petition for an extension beyond term time (similar to an "incomplete"). A petition must be filed for every course in which work will not be completed on time. Petitions must be submitted to the Registrar, or, in the case of Ph.D. candidates, to the Director of Ph.D. Studies. Such requests, in writing and with supporting reasons, should be entered as early as circumstances permit. Favorable consideration ordinarily will not be given to a request for

extension that is filed after the close of term time, nor may a requirement be deferred after it has been submitted and evaluated.

Subject to the provisions noted immediately above, requests for extensions beyond term time for the presentation of required work may be granted for reasons that fall within the intent of the following guidelines, or for reasons of similar magnitude:

1. Because of verified illness, accident, or other incapacitating condition, to the extent that an effect upon the completion of requirements can reasonably be shown;
2. Because of family crisis, requiring the student to divert attention from academic pursuits for a substantial period of time;
3. Because of the impossibility of travel on the date of the final examination, the inability of a paid typist to meet a reasonable and contracted deadline, or some other unavoidable situation, to the extent that the timely completion of requirements has been prejudiced thereby;
4. Because of the expansion of a research topic beyond the bounds originally contemplated by the student and the instructor, but only where clear efforts have been made during term time to bring the topic within more workable limits;
5. Because of the introduction of class requirements so late in the semester that its timely completion would be to the prejudice of work in other classes.

Requests for extensions beyond term time will not be granted to offset the effects of tardiness in undertaking required projects, of minor illness during term time, of the pressure of outside work for which other and more appropriate alleviating steps have not been taken, and of the ordinary inconveniences of life that a well organized schedule should be able to absorb.

Visiting lecturers, guest professors, and professors who begin a sabbatical or research leave at the end of the semester, pose special problems for arranging extensions. Visiting lecturers and guest professors are under no obligation to endorse postponement beyond term time of any requirements, regardless of the circumstances which might prompt such a request. Professors who go on leave are not expected to grade any requirements postponed beyond term time until after their return to campus responsibilities. The Registrar, or, in the case of Ph.D. candidates, the Director of Ph.D. Studies, should be consulted at the earliest possible time regarding requests for an extension involving a professor with no Seminary duties the ensuing semester.

e. Deadlines for Approved Extensions. Where an extension beyond term time is approved, the new deadline normally shall be established as follows: for final examinations, 9:00 a.m. on the second Saturday of the ensuing semester; and

for all other requirements, 9:00 a.m. on the third Monday of the ensuing semester.

An extension shall not be postponed beyond the end of term time of the next full semester (excluding summers) following that in which the course was taken. A final course grade or a grade of PI (permanent incomplete) shall be entered for those courses on approved extension, which are not completed by this final date.

f. *Late Papers.* Where an extension beyond term time has been applied for and has not been approved, a late paper may be submitted to the Office of the Registrar with a request that it be received with academic penalty for tardiness. The date received and the number of days past term time shall be noted. The instructor of the course for which the work was required, after consultation with the Registrar, shall determine the disposition of the request. No work will be accepted after the last day of the semester.

g. *Candidates for Graduation.* At the close of the spring semester, requirements, other than final examinations, for all graduating students must be submitted to the instructor by 12:30 p.m. the first Monday of the examination period unless term time for the course ends at an earlier date.

h. *Changes in the Selection of Classes.* With due attention to program requirements, a student may alter his or her selection of courses during the first ten academic days of a semester, except that a course may be entered after the first meeting thereof only with the approval of the instructor in charge. Changes of registration after this ten-day grace period may be made only by petition to the Registrar. Possible reasons upon which favorable consideration to such a petition may be based are:

1. The incidence of illness or other limiting condition, rendering unwise the pursuit of a full-time program;
2. Misunderstandings concerning class content or requirements, that could not reasonably be resolved during the ten-day grace period;
3. Fundamental changes in program or vocational plans, such that a rearrangement of classes is desirable.

After the mid-semester point a student may not withdraw from a class except under extraordinary circumstances. An example of such a circumstance might be a health emergency. A written petition, with supporting reasons and appropriate documentation, for such an exception, must be directed, through the Registrar, to the Committee on Academic Standing. Petitions submitted after the last class day of the course will not be considered. The Committee will not approve petitions where the apparent sole purpose is to avoid receipt of a failing grade.

Where a student is permitted to withdraw from a course after the ten-day grace period, but within term time, that course ordinarily is retained on the

academic record and is marked W (withdrew), unless it is replaced with another course of equivalent weight. Since it normally is difficult to enter a course after the ten-day grace period, late withdrawal from a class may leave the student with a reduced academic load. He or she will wish to take this fact into account when making plans for the summer months and for subsequent semesters.

i. *Special Courses.* In cases of demonstrated need, a qualified student may make application through an instructor for a special course in an area within that instructor's field of specialization. Such a course may be given, at the option of the instructor and with the approval of the faculty, provided that coverage of the same material cannot be arranged as part of a regular course. All regulations that are applicable to regular courses including dates for entrance, withdrawal and termination, shall govern special courses as well.

A candidate for the M.Div. or M.A. degree ordinarily may not carry more than one special course during a given semester. An M.Div. candidate is limited to four special courses during his or her total program; a candidate for the M.A. degree, three special courses. The privilege of enrolling for special courses normally is not extended to non-degree students. An instructor may not offer more than two special courses during a semester without the approval of the Dean of Academic Affairs.

j. *Theses and Project Papers.* Where a thesis or project paper is prepared in partial fulfillment of program requirements, it is subject to the same regulations that govern regular courses, to the extent that those regulations are appropriate. The student who undertakes the preparation of a thesis or project is responsible for including the tentative title thereof, together with an indication of the amount of credit the thesis or project will earn, on his or her registration form for the semester during which it should reach completion.

Thereafter, if a postponement is desired or if the plan is abandoned, approval for such change should be sought from the Registrar.

k. *Filing of Registrations.* All course registration forms must be completed in person at the Office of the Registrar.

1.2 Submission of Written Work

a. All written work prepared outside the classroom shall be submitted in typewritten-quality form, unless the instructor makes an exception in advance to accommodate a special circumstance.

b. To facilitate their return, students should submit with papers and final examinations an appropriately sized envelope with name and SBN or name, address and sufficient first class postage (especially at the conclusion of the spring term).

c. It shall be the responsibility of the student to retain a copy of all papers and other assignments that he or she prepares and submits in connection with

courses, except in the case of examinations that are written in the classroom and submitted directly to the instructor. Although every effort is made to avoid the loss of these materials, such incidents do on occasion occur.

d. In the case of Ph.D. papers submitted for publication, professional ethics requires that the provenance and major critical and constructive contributions of others be acknowledged when papers originating in seminars are published by Ph.D. candidates.

THE GRADING OF COURSES

2.1 The Grading System

a. The usual pattern of grading, applicable to all classes except those in which the instructor provides for use of the simplified system outlined below, is as follows:

<i>Grade</i>	<i>Point Value</i>	<i>Definition</i>
A	4.00	Excellent
A-	3.70	
B+	3.30	Good
B	3.00	
B-	2.70	
C+	2.30	
C	2.00	Satisfactory
C-	1.70	
D+	1.30	
D	1.00	Poor
D-	0.70	
F	0.00	Failure

b. A simplified system of grading available for use in appropriate cases is as follows:

<i>Grade</i>	<i>Point Value</i>	<i>Definition</i>
P	—	Passing (Satisfactory)
F	0.00	Failure (Unsatisfactory)

This option may not be offered in courses CH101, CH102, GM100, GM101, NT101, OT101, TH221, and TH222 or to Master of Theology candidates in any course.

c. Except as noted above, the choice between these two grading systems rests ultimately with the instructor in charge of the class. If he or she chooses to give the students individually the option of electing one of these systems or the other, the privilege must be extended impartially to all students within a given academic program. Where the students are given this option, they must obtain

a pass/fail request form from the Office of the Registrar, have it signed by the professor (leaving the pink copy) and return it to the Registrar no later than 4:30 p.m. on the tenth class day of the semester. This does not prevent an instructor from using the grade of *Pass* in an individual case, where the nature of the presented material makes this exceptional course of action appropriate; nor from establishing a grade level below which a letter grade rather than a *Pass* will be issued. Once recorded in the Registrar's Office, a grade of *Pass* cannot be converted to a letter grade.

d. For the grading system applicable to Ph.D. candidates, see p. 45.

2.2 Incomplete Courses

a. If the requirements for a course are incomplete at the close of term time, and no extension beyond term time has been approved covering the incomplete work, a final evaluation will be made on the basis of the requirements actually fulfilled. In such a situation, zero credit normally attaches to the unfinished work. There is no provision for a transcript notation of "incomplete."

b. If the requirements for a course are incomplete at the close of term time, and an extension beyond term time has been approved covering the incomplete work, no final evaluation is made until the expiration of the extension. In such a situation, if the postponed requirements are presented before the extension expires, they are graded without penalty.

c. Requirements postponed beyond term time should be submitted through the Office of the Registrar, or, in the case of Ph.D. candidates, to the Ph.D. Studies Office which will, if desired, provide a receipt for the material. If the student chooses to present the material directly to the instructor, the Seminary accepts no responsibility for ascertaining that the work has been submitted, and will enter a failing grade for the class in question if a timely report is not received from the instructor.

2.3 Failing Grades

a. Where an instructor enters a final failing grade for a student in a course (including a special course, thesis, or project), he or she shall simultaneously submit to the Office of the Registrar a written statement noting the reason for the failure.

b. Promptly upon receipt of this statement, the Registrar shall cause a copy thereof to be mailed to the student, using the most recent address reported to the Office of the Registrar.

c. The student shall have ten calendar days, beginning with the date of postmark on the notice, to question a failing grade. Open to question shall be matters of procedure (e.g., enforcement of unclear deadlines, assessment of penalties for unfinished work that the student claims to have submitted), but the instructor's prerogative to render the controlling judgment on the substance

of the student's performance shall be fully protected. The right of question shall not be in lieu of the student's responsibility to file a timely petition for extension of a deadline beyond term time, nor shall it serve to extend the time available for filing such a petition. At the conclusion of the ten-day period, if no question has been advanced, the grade shall be considered a matter of settled record.

d. A question in regard to a failing grade shall be initiated by the student, in writing, to the Registrar. After obtaining from the parties involved their interpretation of the facts, and through consultation with them, the Registrar shall endeavor to resolve the dispute in a manner that is satisfactory to all concerned. If this is not possible, the Registrar shall refer the matter to the Committee on Academic Standing, where it shall be treated as an appeal.

2.4 Contesting Non-Failing Grade

Where a student believes that his or her work in a course has been improperly evaluated, the matter should be promptly discussed with the professor of record. If the student remains dissatisfied, he or she may confer with the Dean of Academic Affairs who will consult with the professor concerned. This opportunity expires with graduation.

2.5 Computation of Averages

Semester and cumulative grade-point averages are obtained by multiplying the point value of each grade by the number of credit hours attached to the course, and dividing the sum of the products by the sum of the multipliers.

2.6 Changing of Grades

Except to rectify transcriptional errors in the recording office, or to implement a decision of the Registrar made according to provision 2.3(d) above, no grade may be changed for any reason, after it has been recorded by the Registrar, without the approval of the Committee on Academic Standing. No grade may be changed after graduation, or after a student's withdrawal from the Seminary, without the approval of the Board of Trustees.

TRANSFER OF CREDIT

3.1 Master of Divinity Program

a. Princeton Theological Seminary receives transfer credit toward the M.Div. degree in accordance with the following procedures and limitations:

1. Students hoping to transfer credits previously earned at another institution toward the M.Div. at Princeton Seminary must indicate that fact at the time of application.
2. Transfer credit is accepted only from schools which are accredited by the Association of Theological Schools in the United States and

Canada. Princeton Seminary reserves the right not to accept in transfer work from non-accredited institutions, even though these credits may appear on a transcript furnished by an ATS-accredited institution. This same right is claimed with regard to work pursued at extension/satellite centers. The courses represented by the transfer credit must be representative of Princeton's own offerings. There are time limits governing the transferability of credits. In general, credit is not accepted for work begun more than seven years prior to entering Princeton Theological Seminary, or for courses passed below the grade of B; thus courses taken on a pass/fail or credit/no credit basis ordinarily will not be received in transfer. In no case will the Seminary recognize life-experience equivalencies or continuing education units.

3. The graduation requirements at Princeton Seminary consist of ninety units (credit hours) of academic work — certain units of which are assigned to specific requirements, while the others may be drawn from available elective courses. The maximum number of credit hours that will be accepted in transfer is 30, regardless of the extent of the student's previous work.
4. A transfer student who presents a full year (30 credit hours) of advanced standing must maintain full-time enrollment at Princeton Seminary for four semesters (excluding any terms of internship) in order to meet the residence requirement for the M.Div. degree. If further work is taken in a non-affiliated institution, after matriculation at the Seminary, it may be possible to have that work included on the Princeton record, but the student is not thereby relieved of the responsibility for four full-time semesters in this institution.
5. No portion of the final year of study [30 credits] can be received as transfer credit from another institution.
6. On occasion, an M.A. candidate in Christian Education may be awarded advanced standing for graduate work pursued in a college or university. If such a person is considering changing his or her candidacy to the M.Div. program, a preparatory conference should be arranged with the Registrar. Although acceptable for the M.A. degree in Christian Education, graduate credit earned in a non-seminary context will be disallowed in connection with the M.Div., and an equivalent number of courses will be added to the requirements yet to be fulfilled in Princeton Seminary.
7. Within the limitations outlined above, acceptable transfer credit is computed as a percentage of the normal graduation requirements actually completed in the sending institution.

b. The following procedures govern the allocation of transfer credit, after such credit has been identified.

1. Courses are accepted in lieu of our orientation and distribution requirements, without examination, where those courses appear from the official descriptions to be similar to our own and where they are comparably weighted. A one-hour course will not be accepted to replace a four-hour course; an introduction to Catholic theology will not replace an introduction to Reformed theology; an introduction to homiletics that does not involve the preparation and delivery of sermons cannot replace a course that does.
2. If replacement transfer credit is denied by the Office of the Registrar, the student is at liberty to approach the department concerned with syllabi and other evidence of comparability. Departmental representatives are available for this purpose.
3. Transfer credit will not be given against all of the requirements of a given department. Some work in each of the four departments [in the case of biblical studies, where feasible, in both Old and New Testaments] should be done at Princeton in order to qualify for a Princeton degree.

c. *Policy on Housing and Financial Aid.* In the interest of equitably dividing a limited amount of financial aid resources among all eligible M.Div. candidates, the following procedures have been devised for the financial assistance and housing programs.

1. Students who enroll as Juniors in the M.Div. program with no advanced standing whatsoever are eligible for 6 semesters of financial aid and 6 semesters of Seminary housing (or 34 months of Seminary housing if married).
2. Students who transfer into the M.Div. program with Middler status, i.e. 24-30 units of credit, are eligible for 4 semesters of financial aid and 4 semesters or 22 months of Seminary housing.
3. Students who transfer into the M.Div. program with advanced standing of from 15-22 units are eligible for 5 semesters of dormitory housing or the appropriate number of months of married student housing and are eligible for 4 semesters of financial aid and for a 5th semester upon a pro-rated basis, as indicated in number 4 below.
4. A student who enters the M.Div. program with advanced standing of fewer than 15 semester hours is eligible for Seminary housing as stipulated in number 1 above. Such a student will be eligible for financial assistance for 5 semesters and for the 6th semester upon a pro-rated basis. The basis shall be determined by subtracting the

number of credit hours received for advanced standing from 15, the normal credit hour load for a semester. For example, if the student is granted 7 semester hours of advanced standing, the final semester's tuition figure on the expenses side of the financial aid form will be listed as $\frac{8}{15}$ th of what would be full tuition for a semester. A student who is granted 19 semester hours advanced standing and falls within the parameters of paragraph 3 above, would thus be eligible for $\frac{11}{15}$ th of his or her 5th semester's financial need statement.

5. While an academic load of 12 units or semester hours is considered full time for purposes of assessing tuition charges, remaining in Seminary housing and receiving financial aid, a student who takes such a reduced schedule in any semester for whatever reason (including but not limited to health, family circumstances, failure of courses) must understand that it is possible thereby to exhaust his or her eligibility for financial aid and Seminary housing prior to the completion of all the requirements for the M.Div. degree. This is the student's responsibility and the Seminary assumes no obligation to provide further financial aid or Seminary housing to a student who has received the full amounts for which he or she is eligible according to the above stipulations.

d. *Transfer of Credit Contract.* The transfer of credit to the Master of Divinity degree is effected by the signing of a contract available from the Office of the Registrar. If a transcript showing all work to be transferred is available prior to the student's arrival at Princeton Seminary, the contract may be executed by mail. Otherwise, a credit transfer contract should be completed as soon as possible after the beginning of the semester of Seminary entrance. Questions concerning transfer credit should be raised at the time of application (at the appropriate place on the application form itself), but may not be opened after the completion of the first semester of work at Princeton Seminary.

3.2 Master of Arts Program

Princeton Theological Seminary receives transfer credit toward the M.A. degree in accordance with the following procedures and limitations:

a. Students hoping to transfer credits previously earned at another institution toward the M.A. at Princeton Seminary must indicate that fact at the time of application.

b. Transfer credit is accepted only from schools which are accredited by the Association of Theological Schools in the United States and Canada, and upon the recommendation of the Director of the School of Christian Education, from a college or university accredited by a regional accrediting association. [The attention of M.A. candidates who are granted transfer credit from a college or

university and who may contemplate changing to the M.Div. program at Princeton Seminary is directed to par. 3.1a.6., above.] Princeton Seminary reserves the right not to accept in transfer work from non-accredited institutions, even though these credits may appear on a transcript furnished by an accredited institution. There are time limits governing the transferability of credits. In general, credit is not accepted for work begun more than seven years prior to entering Princeton Theological Seminary, or for courses passed below the grade of B; thus courses taken on a pass/fail or credit/no credit basis will not be received in transfer.

c. Ordinarily, no portion of the final year of study [30 credits] can be received as transfer credit from another institution.

d. Questions concerning the transfer of work done prior to matriculation at Princeton Theological Seminary may not be opened after the completion of the first semester of work at the Seminary.

3.3 Master of Theology Program

Princeton Theological Seminary receives no transfer credit toward the Master of Theology degree.

DURATION OF CANDIDACY

4.1 Master of Divinity Candidates

a. *Normal Duration.* The program of studies for the Master of Divinity degree ordinarily shall be completed in six consecutive semesters of full-time resident work. If a student begins his or her studies in the Seminary in the middle of the academic year, those studies may continue for seven consecutive semesters without special approval. An M.Div. candidate electing to remain for this seventh semester is not eligible for financial aid nor is the availability of Seminary housing assured. The period of residence may be interrupted by an approved internship.

b. *Minimum Duration.* Except as subsequently provided in this section, a student who initiates his or her ministerial preparation at the Seminary may not complete the program in fewer than six semesters of full-time resident work, and a student who is received in transfer from another school of theology may not complete the program in fewer than four semesters of full-time resident work. As a general rule, credits earned during the summer session and extra credits earned during regular terms may not be used to reduce the number of semesters of resident study prescribed for the degree. Exceptions to this policy may be made only to accommodate extraordinary circumstances, and will be considered individually by the Committee on Academic Standing.

c. The Committee on Academic Standing reserves the right to require an

extension of a student's course because of deficiencies in his or her academic performance at the Seminary, or because of an outside work load that interferes with his or her ability to attend regularly scheduled courses.

d. Under ordinary circumstances, the student is expected to pursue his or her program on a full-time resident basis. In the case of demonstrated need, however, permission may be obtained from the Dean of Student Affairs to conduct a portion of the program in part-time candidacy. During the period of part-time work, the student pays tuition by the credit hour and is ineligible for direct financial assistance from the Seminary. Every candidate's program must include at least two semesters of full-time resident study. An M.Div. candidate should not expect to pursue any substantial part of the curriculum by part-time work. The Seminary provides no assurance that a student who is able to attend class only on particular days, or for a restricted number of periods each day, will have access to courses he or she needs to complete the graduation requirements.

e. If a student wishes to extend his or her course beyond the normal residence period, he or she must secure the approval of the Dean of Student Affairs.

4.2 Master of Arts Candidates

a. After replacing the words "six" and "seven" in provision 4.1a. with the words "four" and "five" respectively, and the words "six" and "four" in provision 4.1b. with the words "four" and "two" respectively, the regulations governing the duration of candidacy for the Master of Divinity degree shall pertain also to the Master of Arts degree.

b. A candidate for the Master of Arts degree, although encouraged to pursue the program on a resident basis, is not bound by the requirement of two full-time semesters.

4.3 Master of Theology Candidates

a. A candidate who has been admitted to a full-time program is expected to complete all of the requirements for the degree in two consecutive semesters of full-time resident work. A candidate who has been admitted to a part-time program is expected to complete all of the requirements in four consecutive semesters or four consecutive summers of part-time work. Extensions of the period of candidacy, as well as temporary suspensions of part-time programs, may be requested from and granted by the Registrar.

b. If the candidate's program extends over more than two semesters, which need not be consecutive, all tuition obligations to the Seminary will be computed using the per credit rate.

c. A student's candidacy will expire if all requirements are not completed within seven years from the date of matriculation, which timeframe shall include any approved leaves of absence. If a student's candidacy expires, and he

or she subsequently wishes to resume work toward the degree, reapplication must be made through the Director of Admissions.

4.4. Doctor of Philosophy Candidates

a. The program of studies, research, and dissertation writing for the Doctor of Philosophy degree ordinarily shall be completed in not more than six consecutive years of full-time work.

b. After the six-year limit, extensions may be granted for one year at a time with a maximum of three one-year extensions. [NOTE: Students with government loans are advised that candidates on extension are considered to be enrolled less than half time.] Extensions will be granted only on the basis of substantial progress, which is normally construed to mean the submission of substantial amounts of written material to the dissertation committee.

c. After nine years of candidacy, a student who has not completed the dissertation will be automatically dismissed from the program.

WITHDRAWALS AND LEAVES OF ABSENCE

5.1 Withdrawals

a. Whenever a student in one of the master's degree programs wishes to withdraw from the Seminary, he or she is expected to confer with the Dean of Student Affairs concerning his or her plans. If withdrawal is effected in this manner, the courses for which the student has been enrolled will be retained on the record and will be marked W (withdrew). If withdrawal takes place outside of this procedure, the courses for which the student has been enrolled will be retained on the record and will be graded on the basis of the requirements fulfilled by the close of term time.

b. If a student withdraws from the Seminary and subsequently desires to re-enroll, he or she must submit a new application for admission.

5.2 Leaves of Absence

a. If for good reason a student desires a leave of absence, such a leave may be granted by the Dean of Student Affairs. In no case shall a leave be authorized for more than one year, but in unusual circumstances may be extended for an additional year. When a student thus absent desires to return to the Seminary and has fulfilled any conditions prescribed therefor, he or she must give indication of intention to the Dean of Student Affairs, but a completely new application is not required.

b. If a leave of absence takes effect during term time, the courses for which the student has been enrolled will be retained on the record and will be marked W (withdrew).

c. A student to whom a leave of absence has been granted is not regarded as registered or enrolled in the Seminary while he or she is on leave.

d. Where a student returns from an authorized leave of absence, he or she is responsible for requirements in effect at the date of return.

5.3 Doctoral Candidates

Candidates for the degree of Doctor of Philosophy, see p. 45-46.

CONTINUANCE, SUSPENSION, AND DISMISSAL

6.1 Conditions

a. *Right of Continuance.* Within the intent of the regulations governing the duration of candidacy, a student who has been formally admitted to a degree program and who is pursuing the requirements therefor, and whose financial obligations to the Seminary are satisfied, may have the expectation of continuous enrollment unless he or she is suspended or dismissed for cause.

b. *Dismissal.* Dismissal is the termination of a student's enrollment in the Seminary, imposed by action of the Seminary. Where dismissal is ordered, return to the Seminary may be effected only by the filing of a new application for admission. Such applications are rarely approved.

c. *Suspension.* Suspension is a temporary interruption of a student's enrollment in the Seminary, imposed by action of the Seminary. It may be for a fixed or an indefinite period. If suspension is imposed for a fixed period, the student shall have an automatic right to resume study at the expiration of the suspension. If suspension is imposed for an indefinite period, the student shall have the right to resume study upon presentation of reliable evidence that the reasons for the suspension have been effectively treated. A student who wishes to resume work after a period of suspension shall follow the procedures for return set forth in the notice of action, but a new application for admission shall not be required. If a student under indefinite suspension does not, within a reasonable period, give evidence of making a serious effort to deal with the bases for the suspension, the faculty, upon proper recommendation, may proceed to his or her dismissal.

d. *Bases for Action.* Bases for suspension or dismissal shall include: deficiencies in academic performance, compromise of the principles of academic integrity, serious breach of the rules and regulations properly established for the health and well-being of the Seminary community, and persistence in a manner of life incompatible with the church's standards for its professional leadership.

The Seminary regards plagiarism and/or the lack of or improper acknowledgment, documentation, or citation of sources in academic work to be an extremely serious offense towards the scholarly community—one meriting sus-

pension or dismissal from the institution. General requirements for the acknowledgment of sources of academic work are as follows:

1. *Quotations.* Any quotations, however small, must be placed in quotation marks or clearly indented beyond the regular margin. Any quotation must be accompanied (either within the text or in a footnote) by a precise indication of the source. Any sentence or phrase which is not the original work of the student must be acknowledged.
2. *Paraphrasing.* Any material which is paraphrased or summarized must also be specifically acknowledged in a footnote or in the text.
3. *Ideas.* Any ideas which are borrowed should be specifically acknowledged in a footnote or in the text, even if the idea has been further elaborated by the student.
4. *Bibliography.* All the sources which have been consulted in the preparation of an essay or report should be listed in a bibliography.

In addition to plagiarism, the following are considered to be serious compromises of academic integrity:

Multiple submission. Failure to obtain prior written permission of the relevant instructors to submit any work which has been submitted in identical or similar form in fulfillment of any other academic requirement at any institution.

False citation. The deliberate attribution to, or citation of, a source from which the material in question was not, in fact, obtained.

Submission of work done by someone else, either with or without that persons's knowledge.

The only adequate defense for a student accused of an academic violation is that the work in question does not, in fact, constitute a violation. Neither the defense that the student was ignorant of the regulations concerning academic violations nor the defense that the student was under pressure at the time the violation was committed is considered an adequate defense.

Acknowledgment is gratefully made to Princeton University for permission to use the above descriptions of aspects of plagiarism, of compromise of academic integrity, and of a student's defense taken from *Princeton University Rights, Rules, Responsibilities* 1990 Edition. Princeton University, Princeton, New Jersey.

Violation of these regulations is under the jurisdiction of the Committee on Academic Standing.

The Seminary specifically adopts and incorporates herein by reference the provisions and examples of the *Princeton University Rights, Rules, Responsibilities*, 1990 Edition (pages 47-55), which is on permanent reference in Speer Library

and in the Offices of the Dean of Student Affairs and the Registrar. It should be consulted for fuller description and examples of the various aspects of plagiarism. The interpretation of the foregoing material is the sole and exclusive responsibility of the Seminary. In the event of any conflict between the *Princeton University Rights, Rules, Responsibilities* and any rule, regulation, or guideline of the Seminary, the Seminary's rule, regulation, or guideline shall govern.

6.2 Action Stemming from Academic Performance

a. It is anticipated that the student will pursue his or her program on a consistently satisfactory level of performance. Where a student fails to fulfill the *Standards of Satisfactory Progress* (see Section 8, below), he or she may be suspended or dismissed from the Seminary by the faculty upon recommendation of the Committee on Academic Standing. Where a student is suspended or dismissed for failing to fulfill the *Standards of Satisfactory Progress*, he or she may within six months petition the Committee on Academic Standing for reinstatement and the Committee's decision on the petition shall be subject to the normal processes of appeal set forth elsewhere. The suspension or dismissal shall remain in effect, however, during the pendency of the appeal.

b. The following, while not fully measuring the discretion of the faculty in this regard, indicate other bases upon which suspension or dismissal may be instituted:

1. Failure of one or more courses during each of two semesters in succession.
2. Failure of the majority of courses for which the student is enrolled during a single semester.
3. Sporadic failures and/or an indisposition to pursue the prescribed academic program, leading to the likelihood that completion of the degree requirements within the normal residence period will be impossible.

Before a student's record is presented to the Committee on Academic Standing with a view to initiating action for academic suspension or dismissal (for reasons other than failure to maintain academic progress), the student shall be notified of the time and place of the meeting of the Committee and shall be offered the opportunity to be heard by that body. The notice, which also shall contain a statement of the grounds upon which suspension or dismissal may be recommended, may be given to the student in person or on the telephone by an authorized member of the Committee on Academic Standing. Notice may also be delivered in writing to the student's most recent address as it is filed with the Office of the Registrar. In either case, notice shall be given at least three calendar days before the date of the Committee's scheduled meeting unless the student agrees to a shorter notification time.

Upon receipt of the notice, the student shall indicate whether he or she wishes to appear before the Committee or to waive the right to a hearing. This response may be made by telephone to the chairperson of the Committee on Academic Standing, or the Registrar. If the student wishes to appear before the Committee but is unable to do so at the time scheduled, he or she may suggest two or three alternative dates, proximate in time to the original, when his or her presence could be assured; and the Committee may, for good cause shown, so reschedule the hearing.

Should he or she so desire, the student may be accompanied at the hearing by an adviser of his or her choice, selected from among the members of the Seminary community.

The recommendations of the Committee, with supporting reasons, shall be communicated in writing to the parties concerned. If the student against whom the charges have been sustained chooses to accept the recommendations of the Committee without further contest, he or she shall so inform the chairperson of the Committee, in writing. If the student does not choose to accept those recommendations, the matter shall be placed before the faculty for decision.

c. If a student's academic performance in the Seminary is adjudged by the Committee on Academic Standing to be deficient, for any of the reasons set forth at 6.2b. above, but the Committee believes that suspension or dismissal is yet unwarranted in light of the total situation, it may proceed to place the student on academic probation for a maximum of two semesters. Academic probation thus instituted serves both as a warning to the student and as an occasion for the Committee, through the Registrar, to provide special guidance concerning his or her performance and program. The following principles shall govern the status of academic probation:

1. It may be imposed or removed only by action of the Committee on Academic Standing, of which written notice shall be given to the student by the Registrar, but no formal hearing shall be required.
2. A student on academic probation shall plan his or her program in consultation with the Registrar, who may prescribe the components of that program either in whole or in part.
3. At any point during a period of academic probation, the Committee on Academic Standing may proceed to the student's suspension or dismissal (in accordance with paragraph 6.2b. above), if in its judgment satisfactory improvement be absent.

d. If a student's academic performance in the Seminary is adjudged by the Committee on Academic Standing to be approaching that which would warrant probation, the Committee may place that student on academic alert. Academic alert is a formal warning and an opportunity for academic counseling, but does

not become part of an individual's permanent record. It may, however, be taken into account in judging the seriousness of any future deficiency.

e. Probation, suspension, and dismissal of Ph.D. candidates for academic reasons are discussed on p. 46.

6.3 Action Stemming from Other Causes

a. Unlike deficiencies in academic performance, which become a matter of settled record, the other specified bases for suspension or dismissal (see provision 6.1d above) may involve the weighing of diverse testimony and the application of broad principles to specific situations. Furthermore, the charges upon which action might be based may originate in one or more of many parts of the Seminary community. To protect the rights of all concerned, and to avoid attracting undue attention to matters of transitory significance, the following procedures will be carefully observed:

1. If a member of the Seminary community becomes directly aware of a situation (other than one of sexual harassment, in which case see that policy on pp. 102–109. of this Handbook) that reasonably could give rise to disciplinary action against a student, it shall be his or her responsibility, before initiating any formal action, to discuss the matter with the person or persons concerned, in an effort to overcome any misunderstandings that may be present, to achieve a harmonious resolution of the situation, and to set in motion processes that may discourage the development of similar misunderstandings or problems in the future.
2. If this approach is unsuccessful, the matter may be brought to the attention of the Committee on Academic Standing, in writing, either through the Dean of Student Affairs or through the chairperson of the Committee.
3. Where the Committee on Academic Standing finds that the allegations against a student would, if established, provide the basis for disciplinary action, and where the person advancing the allegations asks that charges be pressed, the Committee shall set a convenient time for a hearing thereupon. The student against whom the charges are advanced shall be notified in writing of the nature of those charges and of the evidence upon which they are based. This notice, which also shall include indication of the time and place of the hearing, shall be postmarked, or delivered to the student's campus address, at least ten calendar days prior to the date of the hearing. At the hearing the student shall have opportunity to speak in his or her own defense, to confront those who are presenting the charges and associated evidence, to present witnesses and evidence on his or her

own behalf, and to be accompanied by an adviser of his or her choice, selected from among the members of the Seminary community.

4. When in the judgment of the Committee the parties to the case have been equitably heard, the Committee shall retire for deliberation. If in its judgment no cause for action exists against the student, the matter shall be declared closed. If it concludes that disciplinary action should be taken, it shall formulate its recommendations in that regard, indicating the reasons upon which its conclusions and recommendations are founded.
5. The recommendations of the Committee, with supporting reasons, shall be communicated in writing to the parties concerned. If the student against whom the charges have been sustained chooses to accept the recommendations of the Committee without further contest, he or she shall so inform the chairperson of the Committee, in writing. If the student does not choose to accept those recommendations, the matter shall be placed before the faculty for decision.
6. The student against whom charges are thus pending shall have opportunity to present to the faculty, in person, a concise argument on his or her own behalf; in the alternative, he or she may designate some other member of the Seminary community to make such a presentation. The Committee on Academic Standing shall be considered the other party to the case.
7. After the case has been presented, when the faculty retires for deliberation and decision, no one who has been associated with the case at its earlier stages shall be present or participate in the action.
8. The decision of the faculty shall be spread upon its minutes and shall be promptly communicated to the parties, over the signature of the Secretary of the Faculty.
9. A student concerning whom disciplinary matters are under review by the Seminary is expected to cooperate in the inquiry, to the extent of answering pertinent questions and supplying or authorizing relevant material when so requested. Where this cooperation is denied, to the serious detriment of the inquiry, the Seminary may proceed forthwith to the suspension or dismissal of the student on the grounds of non-cooperation, without implying a judgment on the matter or matters under investigation.

b. The procedures outlined immediately above are intended to cover cases in which the student's continuing relationship to the Seminary may be placed in jeopardy. They should not be construed to imply the right of hearing on disciplinary matters of a less serious nature, which matters ordinarily are adjudicated, where formal action becomes necessary, on a written record.

APPEAL OF DECISIONS

7.1 To the Dean of Academic Affairs

a. If a student is aggrieved by the decision of an instructor in a matter of academic procedures, after he or she has conferred further with that instructor, appeal may be taken to the Dean of Academic Affairs.

b. Where a question of faculty policy is involved, the Dean of Academic Affairs may consult with the Curriculum Committee before rendering a decision.

7.2 To the Committee on Academic Standing

a. If any directly affected party is aggrieved by the decision of a member of the Seminary staff, who is not a member of the faculty, in a matter that falls within the scope of these regulations, he or she may appeal that decision to the Committee on Academic Standing. Notice of appeal shall be given, in writing, to the chairperson of the Committee or to the Registrar.

b. Appeals ordinarily are decided without a formal hearing. Should he or she so desire, however, the party making the appeal shall be afforded an opportunity to be heard in person by the chairperson and two members of the Committee or, at the discretion of the chairperson, by the full Committee.

7.3 To the Faculty

a. Appeal may be had to the faculty from a decision of the Committee on Academic Standing or of the Dean of Academic Affairs. Notice of appeal, together with any relevant papers that the appellant may wish to provide, shall be filed with the Secretary of the Faculty.

b. The appeal shall be presented to the faculty by a member of the Seminary community designated by the appellant. If no such designation is made, the Secretary of the Faculty shall make the presentation.

c. After the case has been presented, when the faculty retires for deliberation and decision, no one who has been associated with the case at its earlier stages shall be present or participate in the action.

d. The decision of the faculty shall be spread upon its minutes and shall be promptly communicated to the parties, over the signature of the Secretary of the Faculty.

7.4 To the President of the Seminary

a. Subject to the authority of the Board of Trustees, final appeal in all cases covered by these regulations shall be to the President of the Seminary.

b. It is the tradition that an appeal to the President shall be regarded as an opportunity to explain extenuating circumstances, but not as an occasion for a rehearing of questions of fact or for reassessment of guilt or innocence.

7.5 Timeliness

- a. In order for an appeal to be considered, it must be filed and prosecuted promptly after the decision in question has been reached and announced.
- b. Absent circumstances beyond the control of the appellant, ten calendar days ordinarily will be regarded as the outside limit for the indication of intention to appeal.

7.6 Rehearing and Reconsideration

- a. Before appeal is taken from a decision at any level, a request may be entered for a rehearing and reconsideration.
- b. Although frequently encountered at the point of initial decision, requests for rehearing or reconsideration of actions taken on appeal are not encouraged.

STANDARDS OF SATISFACTORY PROGRESS

8.1 The following *Standards of Satisfactory Progress* govern the work of all students during their seminary course and condition their eligibility to continue in program and receive Princeton Theological Seminary financial assistance and Title IV financial aid.

8.2 *Standards of Satisfactory Progress* for candidates in the *D.Min.* and *Ph.D.* programs are set forth in descriptive brochures for those programs.

8.3 *Standards of Satisfactory Progress* applicable to candidates for other degrees possess several common elements:

- a. The *academic year*, for this purpose, runs from September 1 through the ensuing August 31 and includes the summer session.
- b. The *initial year* for the determination of satisfactory progress is the first academic year in which courses credited toward a candidate's degree actually were completed, except that where work is begun during a summer session, the initial year extends through the two semesters next following.
- c. Non-credit and remedial work, together with courses from which the student formally withdraws (W) shall not count toward work completed. Repetition of courses is not permitted except in cases of failure, or where authorized by the *Catalogue* by virtue of a change in the subject matter. The implication of failure of courses for good standing in the Seminary is covered by existing regulations in this *Handbook*. Courses which are granted an incomplete rating (PP) will be counted toward satisfactory progress only if the work is completed within the period of extension granted by the Registrar and as designated in the *Handbook*, except in extraordinary circumstances where further extension may be granted by the Dean of Academic Affairs with the approval of the President, and under the further restriction that immediately

follows. No more than four incomplete courses shall be carried at one time. Completion of courses designated as incomplete on the transcript (PP) shall never be postponed beyond the end of term time of the next full semester (excluding summers) following that in which the course was taken. At that time a final designation of course grade, or permanent incomplete (PI) must be entered on the record.

d. An approved leave of absence of up to one academic year will not count in any of the maximum time frames stated below. Any extension or additional leave of absence beyond one academic year may, however, be included in the maximum time frame at the discretion of the Committee on Academic Standing upon written recommendation of the Dean of Student Affairs. Such additional leave could, therefore, jeopardize a student's ability to complete the degree.

8.4 The following provisions apply specifically to candidates for the M.Div. degree:

a. The maximum time frame in which all degree requirements must be completed is five academic years. A full-time student shall complete at least 23 credit hours each academic year; a part-time student, at least 15 credit hours. An approved internship will not be included in the five-year time frame.

b. At the conclusion of each academic year, the student shall have maintained a minimum grade point average of 2.00 for all work completed in the program.

c. Whether enrolled full time or part time, the student shall have completed work according to the following schedule in order to be considered as making satisfactory progress: Initial year, 15 credit hours; second year, 30 credit hours; third year, 45 credit hours; fourth year, 60 credit hours; fifth year, all requirements for the degree.

8.5 The following provisions apply specifically to candidates for the M.A. degree in Christian education:

a. The maximum time frame in which all degree requirements must be completed is six academic years. A full-time student shall complete at least 19 credit hours each academic year; a part-time student, at least 7 credit hours. An approved internship will not be included in the six-year time frame.

b. At the conclusion of each academic year, the student shall have maintained a minimum grade point average of 2.00 for all work completed in the program.

c. Whether enrolled full time or part time, the student shall have completed work according to the following schedule in order to be considered as making satisfactory progress: Initial year, 7 credit hours; second year, 14 credit hours; third year, 21 credit hours; fourth year, 30 credit hours; fifth year, 40 credit hours; sixth year, all requirements for the degree.

8.6 The following provisions apply specifically to candidates for the Th.M. degree:

a. The maximum time frame in which all degree requirements must be completed is four academic years. A full-time student shall complete at least 18 credit hours each academic year; a part-time student at least 6 credit hours.

b. At the conclusion of each academic year, the student shall have maintained a minimum grade point average of 2.70 for all work completed in the program.

c. Whether enrolled full time or part time, a student's candidacy will expire if all requirements are not completed within seven years from the date of matriculation, which time frame shall include any approved leaves of absence.

GRADUATION REQUIREMENTS

9.1 In addition to the satisfactory completion of all program requirements (as set forth in the *Catalogue*), a candidate for any Seminary degree is responsible for the following:

a. Filing in the Office of the Registrar an Application to Receive a Seminary degree. This must be done no later than March 15 of the year in which receipt of the degree is anticipated.

b. Payment of all outstanding financial obligations (including, but not limited to, tuition, fees, rent, parking fines, Theological Book Agency charges).

c. Attendance at commencement, unless a written petition to graduate *in absentia* has earlier been approved by the Committee on Academic Standing.

EMERGENCY ACTIONS

10.1 Nothing in these regulations shall be construed to abrogate or abridge the right of the President of the Seminary, or his deputy, to take emergency action to suspend or dismiss a student from the institution, or to impose a lesser disciplinary sanction, when in his judgment the welfare of the Seminary, or the safety of persons or property, may be in jeopardy. It is the intention of the President, wherever and to the extent feasible after such an action has been taken, to provide a forum in which the case may be reviewed and the sanctions assessed. The results of this review, which shall be advisory to the President, shall be communicated in writing both to him and to the student.

Academic Regulations Specific to Ph.D. Candidates

AUDITORS

Ph.D. candidates may audit courses, with the approval of their residence committee chairs and of the professor teaching the course, without fee during their two years of residence and during the third and fourth years of candidacy. Audited courses will be placed on transcripts if the student presents a Course Audit Form (available from the Office of the Registrar), signed by the professor of the course, to the Ph.D. Studies Office within two weeks after the final examination for the course.

GRADING

In Ph.D. seminars or their equivalents, professors may elect one of two options for grading Ph.D. students. Whichever option is chosen, all Ph.D. students in that seminar or course must be graded by the same option.

In the option usually used, the student's level of performance is indicated by the following symbols:

E - Excellent

VG - Very Good

G - Good

U - Unsatisfactory

In the alternative option, the grades are limited to:

S - Satisfactory (representing a passing grade)

U - Unsatisfactory

No further performance distinctions are indicated within this option.

WITHDRAWALS

Any Ph.D. candidate who wishes to withdraw from the Seminary should communicate this intention in writing to the Director. The candidate is expect-

ed, whenever possible, to confer with the Ph.D. Studies Director concerning his or her plans.

If a Ph.D. candidate withdraws from the Seminary and subsequently desires to re-enroll, he or she must submit a new application for admission to be considered in the pool of all applicants in the normal admissions process.

LEAVES OF ABSENCE

If for any reason a Ph.D. candidate desires a leave of absence, the candidate should notify the Director in writing. The Director will convey the request and any supporting documentation to the Ph.D. Studies Committee for action. In no case shall a leave be authorized for more than one year, but in unusual circumstances it may be extended for an additional year. When a Ph.D. candidate thus absent desires to return to the Seminary and has fulfilled any conditions prescribed therefor, he or she must give written indication of intention to the Director of Ph.D. Studies, but a completely new application for admission is not required.

If a leave of absence takes effect during term time, and after the end of the drop/add period, the courses for which the student has been enrolled will be retained on the record and will be marked W (withdrew). If a leave of absence begins during the drop/add period, courses for which the student has enrolled will not be retained on the record.

A student to whom a leave of absence has been granted is not regarded as registered or enrolled in the Seminary while he or she is on leave.

DISMISSAL FOR LACK OF SATISFACTORY PROGRESS

If a Ph.D. candidate's academic performance in the Ph.D. program is judged by the student's residence or dissertation committee to be of such quality as to make it unlikely or impossible for the student to complete the program, the committee should consult with the Department and notify the Director. If the Department concurs with the judgment of the student's committee, the committee should counsel the student to withdraw from the program. If the student does not agree to withdraw, the committee shall forward to the Ph.D. Studies Committee a recommendation that the student be dismissed from the program. The student shall be notified in writing of this action.

The Ph.D. Studies Committee will hold a hearing on this recommendation, to which the student and the residence or dissertation committee will be invited. All matters of fact and of extenuating circumstances should be presented for consideration at such a hearing. This hearing must take place at the next

Ph.D. Studies Committee meeting following notification to the student of the recommendation for dismissal, but may be rescheduled by the Ph.D. Studies Committee for good cause shown. The student may choose to be accompanied at the hearing by an adviser of his or her choice, selected from among the members of the Seminary community.

The recommendations of the Ph.D. Studies Committee, with supporting reasons, shall be communicated in writing to the parties concerned. If the student chooses to accept the recommendations of the Ph.D. Studies Committee without further contest, he or she shall so inform the chairperson of that committee, in writing. If the student does not choose to accept those recommendations, he or she may appeal the decision to the Faculty. See "Appeal of Decisions," p. 41, for processes of appeal.

Dismissal from any academic program is only by the Faculty. If the Ph.D. Studies Committee recommends dismissal and the Faculty concurs, this decision shall take effect automatically 30 days after the faculty action, unless the student requests withdrawal in writing or makes further appeal in writing before that deadline.

The following, while not fully measuring the discretion of the Ph.D. Studies Committee in this regard, indicate bases upon which voluntary withdrawal may be recommended or upon which dismissal may be instituted:

- a. Failure to fulfill the language requirements in timely fashion (as described in the Ph.D. Supplementary Announcements).
- b. An unsatisfactory first-year review, with recommendation by the residence committee that the student not continue the program.
- c. Inability to satisfactorily complete the required course work.
- d. Failure to pass the comprehensive examinations.
- e. Failure to satisfactorily complete the comprehensive examinations and the dissertation proposal by the end of the third year.
- f. Failure to complete the dissertation and to satisfactorily defend the thesis in oral examination within the time limit of an extension of candidacy or within the required nine-year limit.

Additional Academic Information

COMPLAINTS AND GRIEVANCES

Students who have serious complaints or grievances should use the following procedures.

Academic Matters

A student with a grievance on an academic matter should follow the process described in the section of this *Handbook* entitled "Appeal of Decisions," paragraphs 7.1 through 7.6 (pages 41-42).

Non-Academic Matters Involving Students or Student Organizations

The first step in complaints against other students or student organizations should be a full and frank discussion with the person or persons involved. Informal guidance or assistance may be sought from the Student Government Association when student organizations are involved. If no satisfactory resolution of the complaint has been achieved, it may be brought to the attention of the Dean of Student Affairs who will attempt to resolve the issues through informal actions. If this still does not resolve the complaint, the aggrieved student may bring the matter to the attention of the Committee on Academic Standing and follow the procedures outlined under section 6.3 (page 00 of this *Handbook*).

Non-Academic Matters Regarding Faculty, Staff, or Administration

A student who has a complaint against a member of the faculty, staff, or administration regarding non-academic matters, should discuss that concern with the individual involved. If this does not lead to a satisfactory resolution, or if the student feels it is not possible because of the particular nature of the complaint, the student should, in the case of a faculty member, appeal to the Dean of Academic Affairs. If the student is not satisfied by the decision of the

Dean of Academic Affairs, final appeal in the matter may be made to the President of the Seminary.

If the student's complaint is with a member of the staff or administration, and the student is not able to resolve the complaint through discussion with the appropriate person, the matter should be brought to the Dean of Student Affairs. Complaints will be investigated promptly and resolved through informal or formal actions by the Dean of Student Affairs. When such resolution does not occur within a reasonable period of time, or if the student is not satisfied by the resolution offered by the Dean of Student Affairs, final appeal may be made to the President of the Seminary.

Sexual Harassment

For information on dealing with complaints of sexual harassment, see the section on Policies, pp. 102–109, below.

ACCESS TO STUDENT RECORDS

Directory Information

The Seminary maintains in the Office of the Registrar (208 Templeton Hall) the following student directory information: name; local address (including SBN and residence) and telephone listing; date and place of birth; Princeton Seminary enrollment status (e.g., degree program) and dates of attendance; institutions of higher education previously attended; degrees and awards received; denominational affiliation; ecclesiastical status; marital status and name of spouse; sex and race; participation in officially recognized activities; and parents' names, address and telephone listing. Published information, generally distributed only within the Seminary community (in the form of the annual pictorial Directory), includes (in addition to a photograph taken at the time of matriculation) name, local address (including SBN), telephone listing, degree program, year in program, hometown (state and country), and institutions of higher education where prerequisite degrees were earned, and spouse's first name. At the time of matriculation, each student will be asked to complete an authorization form consenting to the publishing of information in the pictorial Directory and, in the event of future requests, the release by the Registrar of any other data designated as directory information without further consultation with the student. Students may update this "Directory Information Consent Form" at any time by stopping at the Registrar's Office.

Medical Records

Medical records are routinely received and maintained by the Isabella McCosh Health Center and are covered by the procedures of that facility. Except in cases

of emergency, where the safety of the student or of other persons may be involved, the Health Center staff does not release medical information to the officers of the Seminary without the express written advice of the student.

Transcripts

The only academic record maintained by the Seminary is the official transcript of courses. This document (which contains name, date and place of birth, sex, Princeton Seminary courses taken and grades received, Princeton Seminary degrees attained, and the attestation of the recording officer) is issued only upon the written request of the student and upon payment of the published transcript fee. Transcript information is not shared, formally or informally, with church judicatories, potential employers, or any other individuals or agencies outside the Seminary except as the student directs.

Since the transcript is an important academic record, it is suggested that at least once before graduation the student check the accuracy of the document. This is especially important if late grades have been posted or if changes of grade have been authorized by the faculty. Transcript records are maintained in the Office of the Registrar, and in the Office of the Director of Doctoral Studies in the case of Ph.D. students. It should be noted that the right to have the transcript corrected does not imply the attendant right to challenge a grade which has been correctly recorded. The right of challenge, which extends only to failing grades, is explained in the academic regulations.

A student is at liberty to inspect the transcripts provided to the Seminary by other educational institutions. Since each such institution is responsible for the accuracy of its own records and for correcting them where necessary, the Seminary will in no instance retransmit documents of this kind that may be in its possession. However, students may request document copies for a small charge, specified below.

Other Personal Information

The Seminary maintains the following personal files for each student:

GENERAL FILE – containing application for admission and related correspondence between the applicant and the institution, personal statement, transcripts from other institutions of higher education, immigration documents when applicable, and letters of reference personally solicited by the applicant. This file is maintained in the applicable admissions office until admission action is taken, then transmitted to the Registrar's Office, where it remains until a student graduates or terminates attendance.

DEAN OF STUDENT AFFAIRS FILE – containing copies of memoranda, and a

synopsis of the student's academic progress. This file is maintained in the Office of the Dean of Student Affairs.

FIELD EDUCATION FILE – containing a record of field education placement and a student and supervisor prepared report for each experience. This file is maintained in the Field Education Office. M.A. field education reports are maintained in the School of Christian Education Office.

FINANCIAL AID FILE – containing, where financial assistance has been sought, the Financial Aid Inventory and GAPSFAS forms, as well as records of aid conferred by the Seminary and other sources. This file is maintained in the Student Financial Aid Office.

STUDENT ACCOUNT AND LOAN FILE – containing record of charges and credits to each student's Seminary account. Loan files, when applicable, contain records and proof of obligations, payments, and related correspondence necessary for collection. This file is maintained in the Business Office.

PLACEMENT FILE – containing, where assistance has been sought, student-generated dossier information and related correspondence. This file is maintained in the Office of the Director of Alumni/ae Affairs and Placement.

All of the information in these files, except certain letters of reference (see below), are open for student inspection and, where necessary, correction. Access to files is limited to those Seminary administrators and staff maintaining such information (see listing below) and to other Seminary administrators and faculty as appropriate to their professional responsibilities and established reasonable need to know.

Upon graduation, the files maintained by the Dean of Student Affairs are routinely destroyed. Financial aid files are maintained for a limited time, as prescribed by law. Field education files are retained by that office for two years following graduation or a student's leaving the Seminary. They are then destroyed. A record of the fact of field education is incorporated with the general file. The general file is reduced by the elimination of materials of incidental importance and transferred to the Alumni/ae Office, where it is available for inspection and correction as before.

In the student's interest and with release authorized, field education, placement, and financial aid information, which is prepared by the student, is supplied upon request to ecclesiastical judicatories for placement and financial assistance.

Except as noted and cases mandated by law, it is the policy of the Seminary not to transmit directly to any outside bodies documents or copies of docu-

ments from a student's personal files. It is possible for the student to obtain a copy of material in a file that he or she has personally prepared (e.g., personal statement or vita) for the purpose of additional distribution, but the Seminary will not serve as the agent for such transmission.

Personal references are solicited by applicants for admission on forms provided by the Seminary. On the reference form, each applicant for admission is asked to indicate whether or not the letter is to be open to his or her own review in the event of admission. Unless such access is expressly waived, all admissions references placed in the file after January 1, 1975, may be examined by the student in question after admission. This material will not be transmitted, however, to any other school, agency, or individual, with or without the consent of the student for whom it was prepared.

In the case of dossiers for placement purposes in the Ph.D. and D.Min. programs, similarly, each candidate is asked to indicate on the reference form whether or not the letter requested is to be open to the candidate's inspection. If such access is not waived, letters of reference for placement purposes placed in the file after January 1, 1975, may be examined by the candidate. The cooperation of the candidate in the compilation of a dossier for placement will be understood as consent on his or her part that such dossier materials may be transmitted to other schools or agencies, upon request of the student.

Availability of Files to the Student

In most cases, access to a student's file(s) can be handled immediately, but at certain times the schedule of work will require some delay. When this is necessary, in no case shall access be delayed for longer than 45 days from the date of such a request. The student may be asked to make a written request for a specific record through the Registrar, Room 208, Templeton Hall.

INFORMAL PROCEDURES - Upon being granted access to his or her file, the student may wish to request explanations and/or interpretations from the appropriate professional. Erroneous entries in such records should be brought to the attention of the office maintaining the file(s). Correction will proceed immediately, unless the administrator has reason to follow the formal review procedures outlined below.

FORMAL REVIEW - Should an administrator refuse to alter file information through the informal procedure, then the student may appeal to the Record Review Panel. A written request, which includes the specific file(s) in contention, should be submitted through the Registrar. The panel will elicit and review such information as it may deem necessary and render a decision within twenty (20) days of the written request for a formal review.

Copies of File Materials for Students

A student may request copies of his or her file materials to which the student is entitled access, at a charge of \$.25 per page to cover the cost of retrieval and reproduction. This charge does not apply to Seminary transcripts or dossiers, for which separate rates are set (See "Finances" section of the *Catalogue*).

File Location and Administrators

GENERAL DIRECTORY INFORMATION – Ms. Judy Lang, Registrar, Room 208 Templeton Hall.

TRANSCRIPT – Ms. Judy Lang, Registrar, Room 208, Templeton Hall.

GENERAL FILE PRIOR TO ADMISSION

1. M.Div., M.A., Th.M., Special Students: Mr. J. Carter Hiestand III, Director of Vocations and Admissions, 308 Templeton Hall
2. Ph.D.: Dr. Katharine Sakenfeld, Director of Ph.D. Studies, 128 Administration Building
3. D.Min.: Dr. J. Randall Nichols, Director of D.Min. Studies, 204 Templeton Hall

GENERAL FILE UPON GRADUATION OR TERMINATION OF STUDIES – Mr. Dean E. Foose, Director of Alumni/ae Affairs and Placement, 201 Templeton Hall

STUDENT AFFAIRS FILE – Ms. Carolyn D. Nicholson, Dean of Student Affairs, 210 Templeton Hall.

FIELD EDUCATION FILE – Dr. Abigail Rian Evans, Director of Field Education, 304 Templeton Hall.

FINANCIAL AID FILE – Mr. Matthew Spina, Director of Student Financial Aid, 14 Administration Building.

STUDENT ACCOUNT AND LOAN FILES – Mrs. Marsha L. Roche, Controller, 2 Administration Building.

PLACEMENT FILES

1. M.Div., M.A., Th.M.: Mr. Dean E. Foose, Director of Alumni/ae Affairs and Placement, 201 Templeton Hall
2. Ph.D.: Dr. Katharine Sakenfeld, Director of Ph.D. Studies, 128 Administration Building
3. D.Min.: Dr. J. Randall Nichols, Director of D.Min. Studies, 204 Templeton Hall.

USE OF RECORDING DEVICES

The Seminary regards as unethical and does not condone the personal use of recording devices in connection with public or course lectures or classroom discussions unless, in the latter case, they are specifically recommended by the professor. Where attendance upon a lecture is impossible, arrangements should be made to secure notes from one of the persons present. In the case of protracted illness or physical disability, when verified by the Office of the Dean of Student Affairs, Media Services will entertain a request to provide recording services. When such special work is authorized and performed, charges become the responsibility of the student.

Campus Facilities



A schedule of hours during which campus facilities normally are open have been included in the chapter entitled "Directories and Service Hours," pp. 86–89.

FINANCES AND FOOD SERVICE

Procedure for Boarders

The Seminary I.D. card will serve as the board card for those students on the board plan. *The I.D. card is for the exclusive use of the student whose name appears on it and is non-transferable.* The procedure for boarding students is as follows:

1. Present your card to the cashier at the time you check out.
2. The cashier will have no alternative but to request that you pay *cash* for your meal if you do not have your I.D. card with you.
3. Lost cards should be reported immediately to the Office of the Registrar where a new card will be issued.

The boarder will be served a modest portion (to avoid waste). For instance, on the luncheon meal you will be permitted to take soup; a choice of one of the entrees, a sandwich, or a salad; dessert and beverages. In other terms, each student will be permitted a total food cost for breakfast of \$4.90, lunch \$7.25 and dinner \$7.41, subject to change each semester. If the student returns for additional food or beverages or takes food costing in excess of the cash allowance mentioned above, the student must pay for the excess or seconds. Please note that beverages are included in the allowance stated above and must be on the tray at the time the student exits the serving line.

Students who are absent from the Seminary at least *two full days each weekend on field education assignments* certified by the Office of Field Education will receive a credit of \$23.40 for each weekend during which the board plan is in effect.

Any student seeking to be excused for medical reasons from the board plan must provide to the Director of Student Financial Aid a letter from a medical doctor citing the medical problem and the prescribed diet. This must be done prior to the beginning of the term for which the exemption is requested.

Student Account Credit Balances

No payments of funds received from the Seminary and/or outside sources on the student's behalf will be paid to any student until all balances due are paid in full for any fees, rent, Theological Book Agency charges, parking, or library fines, or other accounts owed to the Seminary.

If scholarship credits applied to an account from Seminary or outside sources create a credit balance in the account for the academic period covered by such aid, refund check(s) will be issued beginning on the 15th day of the month following such transaction. Refund check(s) will reflect equal installment disbursement of the credit balance over the number of months (up to four) remaining in that semester.

Loan checks from outside sources payable to the Seminary (and student) must be deposited to the student's account(s). If a credit balance is created after charges for the current enrollment period are determined, the student will receive a lump sum refund check from the Seminary. Refunds will be issued normally within 5 business days of student endorsement of check.

Deferred Payment Plans

Students on the deferred payment plan who are receiving financial aid via Perkins loans, Stafford loans, SLS loans, field education scholarships, and P.T.S. grants whose applications are processed (by the Financial Aid Office) by the last day of the add/drop period of each semester, are entitled to a full refund of the deferred payment fee for that semester. The refund will be given only if the financial aid received covers the total balance due for that semester.

Emergency Loans

Emergency loans to students are available for: food; shelter; emergency medical, dental or health needs; transportation home necessitated by family illness or death; and similar emergencies. No funds are available for current purposes or for payment to third parties.

The funds, given to the Seminary over many years, presently include: the Campbell Loan Fund, Newton S. Cupp Memorial Loan Fund, Fowler Loan Fund, Mary and Martha Class Loan Fund, Remaly Loan Fund, Student Loan Fund, Tennent Loan Fund, and Wilson Loan Fund.

A student who needs such assistance should consult with the Director of Student Financial Aid. A promissory note is required, and interest on the loan will be charged at 5 percent per annum. The repayment schedule will be adjusted to the student's financial needs.

HOUSING

Policies

HOUSING DEPOSIT POLICY

Students who desire Seminary housing for an academic year must make a new application each year. A housing deposit of \$100.00 must accompany the application to secure housing for the upcoming year. This includes students who currently occupy Seminary housing. A housing deposit holds your place in the assignment process. Your deposit will be credited to your student account at the beginning of the upcoming semester.

Applications for Seminary housing are not considered complete until all appropriate deposits are on file with the Housing Office.

IMPORTANT: Applications will not be processed unless you are enrolled as a full time degree student, or have been admitted as one.

Deadline dates are as follows:

Returning Students - Deadline April 15

At this time all returning students, including interns and students on leave of absence, who have not submitted a housing application including the housing deposit for the upcoming academic year, will lose their housing for that year.

Incoming Students - Deadline April 1

Housing will be guaranteed to those admitted full time degree students who have a completed housing application, including their housing deposit, by April 1. Any special requests will be prioritized based upon admission date.

If you have been admitted after April 1, and/or we have received your completed application after that date; if housing is still available, assignments will be made on a first come, first served basis based on the date the housing deposit is received. Any special requests will be prioritized based upon admission date.

Once your housing deposit is received, your housing request will be confirmed by the Housing Office.

If housing is unavailable, you will be notified and your name will be placed on a waiting list. A housing deposit is required to keep your name on the waiting list.

Incoming Students - Spring Semester - Deadline December 31

The deadline for housing for the Spring semester is December 31. If housing is available, assignments will be made on a first come, first serve basis as long as a completed housing application and deposit is on file with the Housing Office.

Housing Deposit Refunds

A full refund will be issued if you cancel in writing by June 1, or if you are on the waiting list and do not get housing.

Dormitory and apartment assignments are based on admission date for students enrolled in full time M.Div., M.A. and Ph.D. programs with a completed housing application on file. Assignments for those in the Th.M. program will be made only after all students in the M.Div. and M.A. programs have been completed. International scholars and military chaplains will be placed in the category with M.Div., M.A. and Ph.D. students in the assignment process.

Housing eligibility for students enrolled in the Ph.D. program will be determined by the Ph.D. Studies Office.

LENGTH OF OCCUPANCY

The maximum limits of occupancy for students in the several degree programs are:

1. M.Div. students – 34 months, or graduation from Seminary, whichever comes first, without privilege of additional housing in the Th.M. or M.A. programs.
2. Th.M. students – 10 months
3. Ph.D. student – first 46 months of program
4. Chaplains – 10 months
5. M.A. students – 22 months
6. M.Div./M.S.W. Students – 36 months, or graduation from Seminary, whichever comes first

M.Div. students who go on internship or leave of absence during their program are not eligible to remain in Seminary housing. Students returning from an internship or leave of absence are considered a returning student and should follow the procedure as stated. Should an M.Div. or Th.M. student continue in the Ph.D. program, he or she will be eligible for the terms stated for Ph.D. students, as would an entering student from elsewhere.

SECURITY DEPOSIT POLICY

In addition to a housing deposit, each student occupying Seminary housing shall make a security/damage deposit.

Apartment residents must submit a security/damage deposit of one month's rent to the Housing Office no later than September 1 for the upcoming academic year.

Dormitory residents must submit a security/damage deposit of \$100.00 to the Housing Office no later than September 1 for the upcoming academic year.

If you are entering in the spring semester, security/damage deposits are due by January 15.

Security deposits are not treated as rental payments and will be retained until after student has vacated Seminary housing. Within forty-five (45) days damages will be assessed and a refund will be issued accordingly.

Moving to a different apartment/dorm may require a change in security/damage deposit.

Cost of damages and repairs are determined by the Director of Facilities. The amount is based on a per hour charge, including labor and materials.

Landlord security deposit account will be set up for each student (lessee) and will be held in an interest bearing account, as required by N.J. state law.

Dormitory Regulations

Dormitory rooms are provided by Princeton Theological Seminary for those enrolled as full time students. Rooms are for occupancy solely by the student(s). Overnight guests must be registered with the Housing Officer. Contracts for rooms are based on the charges specified in the Seminary *Catalogue*, and the rental period which extends from September 7 to May 23. Dormitories are open for regular occupancy one week preceding the beginning of classes through commencement. All rooms must be vacated the day after commencement. Any exception to this regulation must be approved in writing by the Housing Officer. Dormitory occupancy will not be available during the summer except for regularly enrolled summer students and international students who are not able to go to their home countries between terms. Certain dormitories may close for Christmas recess. Alternative accommodations will be provided for dormitory students who require housing during the period.

Furnishings include a bed, mattress, pillow, dresser, chairs, desk, mirror and bookcase. Bed linens and blankets for a single bed and towels must be provided by the student. In signing the agreement, the student accepts the responsibility to care for the room and its furnishings. The cost of repair or replacement beyond normal wear and tear will be billed to the student. Damage to common facilities on each floor will be assessed and billed equally among students living on that floor. Cleaning equipment, such as a dry mop, broom, dust pan, and vacuum cleaner, will be provided by the Seminary in designated locations in each dormitory. Maid service is *not* provided. Coin operated laundry facilities are located in the basement of each dormitory. Students may store things in the basement storage room in each building *at their own risk*. The Seminary accepts no responsibility for any damage or loss to student belongings in storage.

Students assigned to double rooms may occupy only the room to which they are assigned and not the other room, even if it is unoccupied. Such unoccupied rooms are reserved for guests.

All students are requested to observe the following rules and precautions. Failure to comply with dormitory regulations will result in a fine determined by the Housing Officer or immediate cancellation of the agreement and immediate eviction from the Seminary residence hall.

SECURITY

each student should be alert to the need for room security at all times. If you are locked out of your building or room, please call Security. For your safety all dormitories are locked at midnight and unlocked at 8:00 a.m. each day. During Seminary observed holidays, the buildings will be locked 24 hours per day. Please report any suspicious persons or events to Seminary Security (497-7777). The Seminary Campus Security Policy is detailed on pp. 93-100 of this *Handbook*.

PLEASE DO

- ~ Exercise care to prevent fires.
- ~ Know the location of fire exits.
- ~ Know location of fire alarm stations.
- ~ Exercise care in the use of electrical appliances.
- ~ Iron clothing only in the areas specifically provided for that purpose.
- ~ Keep snack foods well protected from ants and other insects.
- ~ Empty trash in designated location on your floor.
- ~ Help by recycling wherever and whenever possible, separating regular trash from glass and cans, and newspapers. Look for recycle containers in your residence hall.
- ~ Check with your custodian to borrow a dry mop or vacuum cleaner.
- ~ Report presence of roaches, ants, or other pests to the Director of Facilities. A professional exterminator is employed on a weekly call basis.

PLEASE DO NOT

- ~ Cook in dormitory room.
- ~ Use candles (open flames are prohibited).
- ~ Run extension wires under rugs or overload electric outlets. Changing ceiling fixtures (ceiling fans, special lights, dimmer switches, etc.), light bulbs, wall switches, or electric outlets by students is prohibited. Contact Facilities if you have a special need or request. Improperly changed electric fixtures could cause a fire or shock.
- ~ Exceed the rated capacity of any lighting fixture (never more than 250 watts).
- ~ Use immersion heaters or pots with heating elements in the base.
- ~ Leave windows and doors unlocked when the room is vacant. Money or other valuables should not be left unsecured.

- ~ Tamper with fire equipment.
- ~ Move furniture from one room to another.
- ~ Use water beds.
- ~ Use ordinary nails or tacks to hang pictures: use regular picture hangers instead.
- ~ Use tape on walls; it tears paint from plaster.
- ~ Bring pets of any kind into dormitories or classrooms.
- ~ Use balconies, fire escapes, roofs, or any other exterior building area for any purpose except evacuation in case of fire.
- ~ Place anything on the outside window sills of dormitories (bottles, food, plants, etc.).
- ~ Store, use, or carry flammable liquids in dormitories or storage areas.
- ~ Dispose of used motor oil in trash or garbage cans. Contact the Director of Facilities for proper disposal.

PROHIBITED

- ~ Electric heaters, microwave and toaster ovens, hot plates, rice cookers, crock pots, coffee makers, and other large household appliances.

DORMITORY CLOSINGS

Dormitories are normally closed from the day after commencement (and must be vacated by noon that day) until the official opening day in September. Alexander Hall and Brown Hall will be closed and locked during the stipulated Christmas recess. Should residents of these buildings be required to stay in Princeton during this period, they must make arrangements at the Housing Office for temporary quarters.

MAINTENANCE

All normal maintenance requirements relating to the buildings and grounds should be reported to the Director of Facilities during working hours, 8:30–4:30, Monday through Friday, by calling 497-7778.

ROOM ASSIGNMENT

Information regarding the room drawing for the following fall term is circulated midway through the spring term each year. A list of available rooms is posted prior to the drawing date in late April. The drawing is conducted on a priority basis, with Ph.D.'s drawing first, followed by returning interns and persons returning from leaves of absence, then rising seniors, then rising middlers.

A student wishing to have his or her room assignment changed during the year, should either see the Housing Officer or send a written request. Prompt action will be taken within space limitations at that time.

GUEST FACILITIES

Limited guest facilities are available at a nominal charge. Reservations for these

accommodations can be made only during regular office hours. Visits to the Seminary campus by groups must be arranged in advance with the Housing Officer, whether the Seminary is in session or not. Guests under college age cannot be housed overnight in Seminary facilities. The group leader will be given instructions regarding meals, rooms, parking, and facilities available on campus. *If meals are involved, arrangements must be made at least one week in advance.* It is important that these steps be followed so that visitors are not embarrassed by lack of arrangements and conflicting schedules.

TELEPHONES

Any student who wishes a telephone installed in his or her room should call the telephone company business office to make arrangements. A standard wall jack is provided in each room.

Student Apartments

All inquiries concerning accommodations in Seminary dormitories or apartments or for information regarding off-campus housing should be addressed to the Housing Officer. The Housing Office is located in Room 203, Templeton Hall, and is open Monday through Friday from 8:30-12:30 and 1:30-4:30.

Seminary insurance policies cover the Seminary physical plant only. Such policies *do not* cover student and/or tenant personal belongings, furniture or valuables of any kind. It is strongly recommended that individuals obtain their own insurance for these items.

MARRIED STUDENT HOUSING POLICY

The Seminary is concerned that its married students and single parents with full-time dependents have adequate housing. Seminary apartments are at the Charlotte Rachel Wilson complex, Roberts Hall, Tennent Hall, and at several locations adjacent to the main campus. In order to be eligible for such housing, a student must be enrolled full time. There may not be enough Seminary apartments for all eligible students, so priority is given to incoming students who do not know the community and therefore have little or no opportunity to find other accommodations.

ASSIGNMENTS

apartments are assigned based on *admission date* to the M.Div. and M.A. programs. All assignments are made under the following quota system:

M.Div./M.A. — 160 apartments

Ph.D. — 48 apartments

Chaplain — 2 apartments

LEASES

Students renting Seminary apartments are required to sign leases. Failure to sign within the stipulated 30-day period may result in eviction from the apartment. Students agree to be responsible for rental through the stipulated dates on their leases, except in the following situations:

1. All leases terminate five calendar days after the end of the semester for students who complete their programs in the first semester, and June 30 for those students who complete their programs in the second semester.
2. A student who withdraws or takes a leave of absence from, or is no longer a full time student at the Seminary *must* vacate his or her apartment on or before the last day of the month in which the withdrawal or leave is effective.
3. A student who wishes to occupy the assigned apartment before September 1 may do so if the unit is ready and at a pro-rated rental upon authorization by the Housing Officer.
4. Pets are permitted at the Charlotte Rachel Wilson Apartments, provided that they are properly cared for according to Township and Seminary regulations. A service fee of \$10.00 per month will be charged for each dog or cat kept by a tenant. A maximum of two pets will be permitted in each household. Pets are not permitted in Roberts Hall, Tennent Hall, Payne Hall, or any dormitory.
5. Water beds, washing machines, and kerosene heaters are not allowed in any Seminary apartment.

ASSIGNMENT DATES

apartment assignments will be made by July 31 for September occupancy. If quotas for specific categories are not filled by July 15, the Housing Officer may assign students from other categories to the open apartments. *Students who marry* while attending Princeton Theological Seminary will be assigned facilities only after all applications from incoming students have been satisfied.

SPEER LIBRARY

A *warning bell* will be rung 15 minutes before library services conclude and a second time when these services have ended for the day. Users are requested to leave the building within 10 minutes. The final bell, rung at 5 minutes before the hour, signals that the library is closed.

The *night book return* is at the left of the outer lobby of the main entrance. Books may be returned there when the library is closed. When the library is open, users are requested to return books to the main circulation desk.

The *reference collection* and the reference librarian's desk are at the end of the main lobby adjacent to the reading room. The reference librarian and her staff provide direct, personal assistance to students and faculty in searching for

information and materials. This includes instruction on the use of the online catalog, various indexes, and other kinds of reference tools. The reference librarian handles interlibrary loan requests made by faculty and students.

Reserve books are located immediately behind the circulation desk. Users are requested to take only one reserve book at a time and to return it promptly. No more than two reserve books may be borrowed for the night, beginning two hours before the library closes, and these must be returned to the circulation desk within the first hour of the next day when the library is open. The fine for failure to return reserve books on time is 25 cents for each book for each hour overdue.

The *carrel tables* at the north and west ends of the stacks are free for all users of the library and will not be assigned to individuals. Books may not be stored on the carrel shelves.

Rooms 255, 258, 355, and 358 are designated as *studies for Ph.D. candidates*. Students may keep books and other materials on shelves in the studies, with due regard to the needs of others. Library books kept on assigned shelves must be charged at the circulation desk. Lockable study rooms on the 2nd and 3rd floors are available for varying periods to students writing dissertations, theses, and other projects. These studies are assigned by the reference librarian.

Messages for students in the library will be received and posted at the exit gate near the circulation desk. Students cannot be paged except in emergencies.

Fines are charged at the rate of 10 cents a day for overdue books from the general collection not returned to the desk by closing time on the date due. Reserve books are charged for at the rate of 25 cents for each book for each hour overdue. Lost or damaged books are charged at replacement cost plus a processing fee.

Photocopy machines are available to patrons who wish to make photocopies of library materials in the public domain as well as single copies, within the provisions of the principle of fair use, of copyrighted material. It is the patron's responsibility to be acquainted with and to comply with the copyright laws.

The *Princeton University Firestone Library* lends books to Seminary students who present Seminary identification cards and have a Firestone photo I.D. made. Any books available to other users, except those in the Dixon Collection, may be borrowed; they may be used only locally so that they remain immediately available to Princeton University users. Any change of address or telephone number must be reported to the access office desk at Firestone Library.

THE CHARLES G. REIGNER READING ROOM

Princeton Theological Seminary's educational resource center maintains a collection of over 10,000 books, 100 periodicals from around the world, and more

than 90 different Christian education curriculums. In addition, slide sets, filmstrips, videos, games, records, cassettes, and audio-visual equipment are available for student use at a nominal fee. Designed to provide a wide range of resources for the field educator, local church leader, and graduate student, the reading room is located in Tennent Hall.

The Reading Room posted schedule varies slightly from semester to semester with that of the Main Library.

The Reading Room maintains an updated catalogue of the library's audio-visual materials. Book holdings may be accessed on Speer Library's Online catalogue.

Members of the Reading Room staff and of the Christian Education faculty are available for consultation with those who are dealing with the challenges and opportunities of serving in the church's educational ministry in a manner that is both educationally and theologically sound.

The following rates and times for checking out and returning materials are in effect at Reigner Reading Room for the 1994-1995 academic year:

1. Books and pamphlets may be checked out for four weeks.

2. Periodicals are for use in the Reading Room only. They CANNOT be checked out.

3. Curriculum material may be checked out for two weeks. (NOTE: Curricula are here for reference and to aid in selecting and purchasing, renewal after two weeks is discouraged. There is a limit of five pieces per borrower. Special arrangements may be made to borrow large quantities.)

4. Reserve books may be checked out for a two hour period. Reserve books may be checked out fifteen minutes before closing time. They are due the next school day at 9:00 a.m. Reserve books checked out Friday afternoon are due Monday morning at 9:00 a.m. Reserve book policies are similar to those in effect at the Main Library.

5. Audio-visual materials and equipment may be checked out overnight or for a weekend. Advance reservations are recommended.

6. *Rental Fees:*

Filmstrips, records, cassettes, games, or a set consisting of filmstrip, script, and record - 25 cents/2 weeks.

Multimedia kits, cassette packs - \$1.00 for two weeks.

Record player, filmstrip projector, cassette recorder, overhead projector, slide projector, 16 mm film projector - \$5.00 overnight or weekend.

Videocassettes - \$2.00 overnight or weekend.

7. *Overdue Charges:*

Books borrowed at Reigner Reading Room should be returned to Reigner. Overdue charges will accrue until materials reach Reigner.

Reserve books - 25 cents per hour.

- Multimedia kits – 50 cents per day.
- Slide sets, filmstrips – 50 cents per day.
- Videocassettes – 50 cents per day.
- Games, picture packs – 50 cents per day.
- Curriculum resources – 10 cents per item per day.
- Audio-visual equipment – \$1.00 per day.
- Books – 10 cents per day.

NOTE: The student accepts responsibility for the prompt return of materials and is held responsible for the due date. Overdue notices are sent every two weeks. If the book is not returned by the third and final notice it will be assumed to be a “lost item” -- and charged accordingly. This replacement charge includes the actual cost of the item lost, its binding cost and the processing fee of \$20.00.

Overdue policies are similar to those in effect at the Main Library.

8. *Charges for lost items:*

- Paperback books – cost of replacement, binding, and processing.
- Hardcover books – cost of replacement and processing.
- Curriculum – cost of replacement and processing.
- Filmstrips – cost of replacement and processing.
- Multimedia kits – cost of replacement and processing.
- Games – cost of replacement and processing.
- Pictures – cost of replacement and processing.
- Slide sets – cost of replacement and processing.
- Cassettes – cost of replacement and processing.
- Audio-visual equipment – cost of replacement and processing.
- Videos: damaged – cost of replacement and processing.

9. Refusal to pay fines as listed will be communicated to the Seminary’s Vice President for Financial Affairs on a periodic basis.

COMPUTER RESOURCE CENTERS

Computer Resource Centers are located in the following areas:

- ~ Templeton Hall (Room LL3)
- ~ Charlotte Newcomb Center at the Charlotte Rachel Wilson Apartments
- ~ Speer Library (Room 219)

To access these computer resources you must first apply for a Computer Network Account at the HELP DESK in the main computer center in Templeton Hall (Room LL3). Accounts for new users will be issued between the hours of 3 p.m. – 5 p.m., Monday – Friday. Please bring your student ID and Student Mail Box Number with you.

The Computer Resource Center coordinator located at the Templeton Hall

HELP DESK is available between the hours of 2 p.m. – 5:30 and 6:30 p.m. – 9 p.m.

Your Computer Network Account allows you full E-Mail and Internet access, including dial-up services. Internet and E-mail services are provided at no charge. Please see the CRC Coordinator for information on these services.

For specific information on computer equipment and software packages available at the above centers, please refer to 1994–95 *Catalogue*.

THE MEDIA RESOURCES CENTER

Princeton Theological Seminary's educational communications and technology resource center is located on the ground floor Templeton Hall. It supports the faculty (Curriculum), provides services for Seminary activities (Community), produces media resources and materials (Production), and conducts media skills learning opportunities (Instruction), and provides recording services to candidating students (Placement).

The center maintains viewing and listening rooms, radio and television production studios, and graphic and photographic arts facilities. In addition, the center's staff provides audiovisual support services, and instructional media consultation and training. A Media Library of approximately 7,000 audio and video titles is available for on site use. Requests for media services are processed by the *Media Services Supervisor* through the center's *Media Services Desk, room G04 (497-7900)*, which is open Monday through Friday 8:00 a.m. to 4:30 p.m. when the Seminary is in session.

The Student Media Project program, offered in conjunction with members of the faculty as a student course work option, provides media equipment, supplies, and instruction to participating students. For information regarding enrollment in the Student Media Project program, please contact the *Student Project Coordinator, room G03d Templeton Hall (497-7959)*.

The following general policies govern the use of and charges for media support services.

1. Requests for services or equipment will be guaranteed when made at least five (5) working days prior to the service date. Requests made less than two (2) days prior to the service date will be honored only when they are of an emergency nature.

2. The following information is needed to process a request:

- a. a description of the desired service or equipment;
- b. the time, place, and duration of service or equipment need;
- c. an authorized budget code‡ and signature;
- d. the faculty member's signature, for curriculum support.

‡ Authorized users are provided a line item in their budgets against which media support charges are billed.

3. Media personnel are trained to provide media services and are on duty for the purpose of operating and securing the facilities and equipment. No unauthorized use of facilities or equipment is permitted.

4. Tape duplication services may be requested at the Media Services Desk. Duplicates of copyrighted materials will *not* be made unless accompanied by written permission to do so from the publisher.

5. Classroom audio recording equipment is available in the event of illness or injury to a student. Recorders are available at the Media Services Center on an hourly, no-charge basis for recording class lectures. Batteries and cassette tapes are also available without cost when authorized by the Dean of Student Affairs, *room 210 Templeton Hall*.

6. Student groups may request services and equipment through designated media representatives appointed by the Student Government Association (SGA).

7. Media services and equipment rentals requested through designated SGA media representatives will be invoiced and payable from SGA funds by journal entry.

8. A fine in an amount equal to the invoice charge, but not less than \$10.00 will be added to any request for failure to return equipment as scheduled. A completed equipment loan form indicating the scheduled return time will be *signed* when equipment is picked up.

9. Equipment is provided with the understanding that *loss and damage is the responsibility of the Media Representative person and/or group to whom the equipment is provided*. A completed equipment loan form will be *signed* when equipment is picked up.

10. Fraudulent requests or unauthorized use of equipment or facilities may result in the loss of privileges.

11. Rate schedules are available upon request. Sample charges are as follows:

Media Service Charges for SGA Groups

Per day or portion thereof unless otherwise indicated.

AMPLIFICATION SERVICES

Chapel, Stuart Hall or Mackay Center – No charge for unattended
each additional mike or input – \$ 5.00

PROJECTION SERVICES

Chapel, Stuart Hall or Mackay Center
Carousel or overhead, ea., includes screen – \$10.00
16mm projector*, includes screen – \$20.00
VCR 1/2" with monitor – \$15.00
each additional monitor – \$ 7.50
Operator services for any of the above – \$10.00 hr.

* Includes required operator.

RECORDING SERVICES

Chapel, Stuart Hall or Mackay Center

¼" Audio tape recording*, Operator and tape – \$20.00 hr. (per hour or fraction thereof)

½" Video*, Operator and tape – \$20.00 hr. (per hour or fraction thereof)

All services will be invoiced and payable from SGA funds by journal entry.

Media Service Charges for Non-Seminary Activities

Per day or portion thereof unless otherwise indicated.

AMPLIFICATION SERVICES

Chapel, Stuart Hall or Mackay Center

(1) Mike (1 hr. minimum) – \$20.00

each additional mike or input – \$10.00

PROJECTION SERVICES

Chapel, Stuart Hall or Mackay Center

Carousel or overhead, ea., includes screen – \$20.00

16mm projector*, includes screen – \$30.00/hr.

VCR ½" with monitor – \$30.00

each additional monitor – \$15.00

Operator services for any of the above – \$10.00/hr.

RECORDING SERVICES

Chapel, Stuart Hall or Mackay Center

¼" Audio tape recording*, Operator and tape – \$30.00/hr. (per hour or fraction thereof)

½" Video*, Operator and tape – \$30.00 hr. (per hour or fraction thereof)

All services will be invoiced to requesting organization and are payable, upon receipt, to: *Princeton Theological Seminary Media Services.*

MUSIC RESOURCES

Moller Pipe Organ, Bechstein Piano and Music Rooms

The use of the Moller organ in Miller Chapel is under the supervision of the Director of Music or, in his absence, the Director of the Chapel. The priority for the use of the organ will be as follows:

a. The Director of Music.

b. Persons designated by the Director of Music as assistant organists for the stated chapel services of the Seminary.

* Includes required operator.

c. Regularly enrolled students of the Seminary and their spouses whose competence has been approved by the Director of Music and who have paid in advance a non-returnable fee of \$12.50 per semester.

d. Individuals from outside the Seminary community who are organ pupils of the Director of Music and who have paid the non-returnable fee of \$12.50 per semester to the Business Office.

e. Individuals from outside the Seminary community who have been approved by the Director of Music to play for weddings and other special services.

The *Bechstein piano* in the Chapel is available for use by those persons who have been approved by the Director of Music. This piano is not to be used for regular practice. When practicing for a service of worship or recital, the key for the Bechstein may be obtained from the Chapel Office. Any group or person wishing to use the piano for an event should obtain a key prior to the event from the Chapel Office and return it the next business day. This piano is not to be moved from its position in the Chapel by anyone other than the Director of Music.

A *piano practice room* in the lower level of Miller Chapel is available for use by students and their spouses. Practice time may be scheduled at the beginning of each week for that week only. The student or spouse should place his or her name on the signup sheet posted on the door of the piano practice room. No more than five hours per week should be scheduled by any one person. Practice is not allowed during services in the Chapel.

The Director of Music has supervision over the piano practice room as well as other pianos at the Seminary and all equipment related to them. Requests for tuning and/or moving pianos should be made to the Director of Music *at least* two weeks prior to the time needed.

Keys for the Chapel and organ will be issued to assistant organists. Others who have permission to use the organ, as described above, may check out keys from the Chapel secretary during business hours. A specific return date will be indicated.

It is the responsibility of the person using the organ or a piano in Miller Chapel to be certain that lights are turned off and all windows are closed when leaving. If practicing is done at times when the Chapel is locked all doors must remain locked during the practice session.

WHITELEY GYMNASIUM

Located at the corner of Stockton Street and Hibben Road, its facilities are available to the Seminary community. Members of the Seminary community may use the facilities on an individual basis at any time during regularly posted hours. Persons using these facilities must be prepared to show their Seminary ID

card at all times. Seminary group activities must be scheduled with the Student Athletic Director.

Any person less than 18 years old must be accompanied by a member of the Seminary community over 18 years of age; this may be either a Seminary student or a parent. The adult must be present throughout the time of use.

Use of the gymnasium by outside groups, whether or not sponsored by some member of the Seminary community, must be scheduled through the Housing Office. They must also clear insurance coverage with the Housing Officer. All such groups must submit to the Housing Office, in advance of use, certification of \$1,000,000 bodily injury and property damage insurance listing the Board of Trustees of Princeton Theological Seminary as additional insureds. If a group of minors receives permission from the Housing Officer to use the facilities, the adult (faculty member, administrative staff member, or student) sponsoring the event must be present at all times that the group is there and take full responsibility for the group.

Individuals using Whiteley Gymnasium should contact the gym manager if unauthorized groups enter during their use.

These regulations are designed to permit the use of the gymnasium facilities by all members of the Seminary community. The cooperation of each individual member is solicited. Outside groups or non-members of the Seminary community who disregard these regulations will be denied further use of the gymnasium.

PRINCETON THEOLOGICAL SEMINARY INDOOR SWIMMING POOL

The pool facility is located next to the Charlotte Newcombe Center on the end of Emmons Drive at the Charlotte Rachel Wilson apartment complex. It consists of a shower/locker room, a 30' x 75' swimming pool, and a 10' diameter wading pool. For the hours of operation, see "Directories and Service Hours," elsewhere in this *Handbook*.

N.J.A.C. 8:26 – 5.3 Bather Rules for Swimming and Wading Pools

1. Any person showing evidence of skin disease, sore or inflamed eyes, cold, nasal or ear discharges or any communicable disease shall be refused admission.
2. Persons with excessive sunburn, open blisters, cuts or bandages shall be refused admission.
3. No dogs, except seeing eye dogs, or other animals shall be allowed in the pool area, dressing rooms, or other parts of the enclosure.
4. No food or drinks of any kind are permitted in the pool or locker facility.
5. All persons shall shower before entering the water.

6. Expectoration, roughness, rowdyism or other conduct affecting the safety and comfort of others shall not be permitted.
7. Bathing shall be prohibited during an electrical storm.
8. Persons suspected of being under the influence of drugs or alcohol shall be prohibited from entering the water.

Seminary Pool Regulations

1. You must shower before you swim in the pool. The lifeguards will ask you to shower if you enter the pool room dry.
2. Children under 12 years of age *must*, at all times, be accompanied by an adult. The wading pool is for the very young, not the 5 and 6 year olds. Children in the wading pool must be attended by an adult at all times.
3. Individual inflated devices (tubes, waterwings, floats, etc.) should be used with care and only when the pool is not crowded. Rafts and large inflatable toys are not permitted.
4. The pool and its facilities are for the use of the Seminary community and personal guests only. Outside groups are not allowed to use the facilities.
5. All persons using the pool must register. There is no fee for guests.
6. Please comply with the directions of the attending lifeguards. By State code and Seminary policy, they are in charge.

PUBLICATIONS

Directory

The annual pictorial *Directory* is issued by the Office of Communications/Publications. All Seminary faculty, staff, and students are listed, with photographs and personal data needed for quick identification. Incoming faculty, staff, and students are urged to make and meet appointments for photographs immediately upon arriving on campus, and to notify the Registrar regarding changes in their personal information. The *Directory* is not released to agencies outside the Seminary community.

Wineskin

The *Wineskin* is the weekly calendar of events, both on and off campus, of interest to the Seminary community. Copy must be received by the Office of Communications/Publications no later than noon, Monday, a week prior to the event. Material should be typed or neatly printed and submitted by an administrative officer or signed by an officer of a campus organization. Permission for use of Seminary rooms must be obtained from the Housing Officer or the Registrar before publication. No paid advertising or political commentary is

accepted. All notices will be limited to the following information: name and identification of speaker or leader; topic or title of meeting; date, time, and place of meeting; sponsoring organization.

IDENTIFICATION CARDS

A photo identification card is issued to each entering student at the time of registration. It must be renewed annually by means of an affixed sticker. This I.D. card is for the exclusive use of the student whose name appears upon it and is non-transferable. This card is used for several purposes: as a board card by those students who are on the Seminary board plan, for the borrowing of books from Speer Library, and for assisting in obtaining borrowing privileges at Firestone Library at Princeton University. The loss of an I.D. card must be reported immediately to the Office of the Registrar. The first time the card is lost there is a \$10.00 replacement fee. This fee is raised by increments of \$5.00 each time a card must be replaced.

MAIL

Each student who resides in a dormitory should arrange to have his or her mail addressed as follows:

Name
 SBN _____, P.T.S.
 Box 5204
 Princeton, N.J. 08543-5204

Students who do not reside in the dormitories will have the option of using their home/apartment address or their student mailbox for U.S. mail delivery. Please note however that all Seminary generated mail will be delivered to the student's assigned mailbox.

Student Mail Policy

All students should be aware of the following *Student Mail Policy*.

1. The Seminary's Mail Room Staff will be responsible for processing *incoming* student mail and internal student mail deliveries.
2. No outgoing U.S. mail will be handled by the Mail Room. Instead, the Seminary has been guaranteed by the Princeton Postmaster that there will be one pickup per day at the U.S. mailbox located in front of the Administration Building. All outgoing letters should be posted there. Items too large to be deposited in that box must be delivered to the nearest Post Office.
3. Students will be responsible for checking their mailbox at least one time

each day they are on campus. (A minimum of once per week for all students.) This is important since all Seminary generated mail (e.g. grades and student paychecks) will be addressed to these boxes.

4. Due to time constraints, Mail Room Staff will be unable to accept calls from students inquiring about the contents of their mail box.

5. The Mail Room will not handle any U.P.S. deliveries. (NOTE: U.P.S. and all similar deliveries should be addressed to the student at his or her dormitory location.)

6. All mailbox keys will be obtained from the Mail Room Coordinator. Students will be required to present Seminary identification in order to obtain their mailbox key.

7. Student mailbox keys must be returned upon termination of the Seminary program. Students who withdraw or are granted a leave of absence must return their mailbox key to the Dean of Student Affairs.

8. Graduates must return their key to the Office of the Registrar at the time they pick up their diploma.

9. A \$5.00 fee will be assessed for replacing a lost mailbox key.

Students leaving the Seminary for the summer, whether they plan to return or not, are responsible for the proper forwarding of their mail. Change of address orders for the Post Office are available in the mail room, and can be obtained during regular business hours. In addition to sending a change of address order to the Post Office, all students must report their summer address to the Registrar's Office prior to their departure. All first class and address-correction mail will be forwarded promptly. All other classes of non-forwardable mail will be held by the mail room for returning students. This mail will be filed alphabetically by dormitory, and each student is responsible for picking up his or her mail in the fall.

Students not returning to class must file a change of address order with the Post Office and inform the Registrar's Office of a permanent address. All first class and address-correction mail will be forwarded to this address; all other classes of non-forwardable mail will be returned to sender. Persons not enrolled for classes may not use a Seminary SBN as a mailing address. It is important for all alumni/ae to keep the Alumni/ae Office advised of their current addresses at all times.

LOCKERS

Lockers, for commuters and other students who live off campus, are available in the basement of Stuart Hall. Reserved locker assignments may be obtained through the Housing Office, Room 203, Templeton Hall.

DUPLICATING

Student use of the duplicating facilities in the basement of Hodge Hall is permitted during the following periods: Monday to Friday, 8:30 a.m. – 12:30 p.m. and 1:30 – 4:30 p.m.

Student reports and other papers prepared by students in fulfillment of course requirements may be duplicated on Seminary equipment, subject to the following:

1. Administration and faculty work will have priority.
2. All equipment other than the xerographic copier will be operated by a member of the duplicating staff.
3. The Director of Duplication reserves the right to specify the method of duplication. He should be consulted on all work exceeding 25 pages.
4. Multilith or collating work must be in the Duplicating Office at least one week before the desired date of completion. All work is subject to the duplicating staff's work load for administration and faculty.
5. The student should prepare a "Duplicating Request Form" for all multilith work and present it, together with the work to be processed, to a duplicating staff member.
6. Students will be charged for duplicating work as follows:
 - Xerographic copies — 5 cents a copy
 - Multilith duplicating — 20 cents per master, plus \$1 for each 100 pages run.

Health and Personal Services

MEDICAL INSURANCE PLAN

All full-time students are covered by John Hancock's Student Health Insurance Plan unless they have submitted a waiver of coverage through the Student Financial Aid Office. This group plan is designed to supplement the care at the Isabella McCosh Health Center and to provide year-round coverage anywhere. Additional coverage for spouses and children of full-time students is also available.

A booklet detailing the coverage under this plan will be provided to each student at orientation or can be obtained from the Student Financial Aid Office, where claim forms and other information are also available. Requests for a waiver of enrollment, for those who have comparable coverage, must be made in writing to the Director of Student Financial Aid *before the beginning of the semester* for which the waiver is sought. Verification of a student's health insurance coverage *must* be supplied to the Director before waiver can be approved.

COUNSELING OFF CAMPUS

The *Northeast Career Center*, 407 Nassau Street (Telephone: 924-9508), offers a complete career counseling service. This involves three days of tests and interviews with a vocational counselor and psychologist. The Center is ecumenically maintained. The charge is substantial, but some judicatories will pay a major part of the cost for their candidates.

The Center also provides professional counseling rooted in the Judeo-Christian tradition of pastoral care and counseling for individuals, couples, and families. A sliding fee scale is used.

The *Counseling Service of Princeton University Health Service*, in McCosh Infirmary (Telephone: 258-3285), offers counseling for Seminary students without charge, and students may go there directly. Princeton Seminary has been associated with the University Health Service since 1910 and participates annu-

ally in its support. Counseling offered at the Service is by psychologists and other mental health professionals. Their resources do not ordinarily permit them to engage in long-term counseling.

Trinity Counseling Service, 22 Stockton Street (Telephone: 924-0060), offers individual, group, and marriage counseling by ministers and mental health professionals. Through a special arrangement between Trinity Counseling Service and Princeton Theological Seminary, all full-time students who pay the regular student fees are entitled to a limited amount of subsidized counseling at Trinity. The student is responsible for the \$35 cost of an initial diagnostic interview at Trinity Counseling Service. If it is determined that the student would be helped by up to ten counseling sessions, the Seminary will pay \$45 per session for up to ten sessions.

The Family Service Agency of Princeton, 120 John Street (Telephone: 924-2098), offers counseling dealing with relationships between men and women and parents and children, and financial problems. Charges are adjusted on the basis of ability to pay.

Competent professionals in private practice in the field of mental health are also available in the Princeton area, at fees ranging from about \$75 an hour, for individual counseling and psychotherapy.

Serious illness of an emotional nature can be cared for initially at McCosh Infirmary of Princeton University without charge. More prolonged care may require the services of a physician in private practice or hospitalization in other facilities. Costs for hospitalization are in most instances covered, at least in part, by the Seminary health insurance program.

Responsibility for the costs, except as noted above, is assumed by the student. As an educational institution, the Seminary does not assume financial responsibility for counseling beyond that indicated. It does, however, encourage students to seek the help and stands ready to assist in financial planning, together with the possibilities of loans, through its financial aid officer. The John Sutherland Bonnell Loan Fund for Counseling (established by the Seminary in 1978) is a source of limited funds to help students meet counseling costs at Trinity Counseling Center. Students who are ordained ministers may well have health insurance coverage through their pension boards, which is applicable to personal counseling and psychotherapy.

PRINCETON UNIVERSITY HEALTH SERVICES

Regularly enrolled students at Princeton Theological Seminary enjoy the full privileges of office and inpatient care at the Isabella McCosh Health Center on the Princeton University campus (subsequent to filing a medical history form and satisfying immunization criteria). Both men and women students should

make Health Services their first point of contact in case of illness. The Dean of Student Affairs, or the Campus Pastor should be notified whenever serious illness occurs.

A student with health problems should seek consultation with one of the nurses or full-time physicians at Health Services. If a student is too ill to go to the Health Center, Health Services can be notified by calling 258-3139, 24 hours a day, except during the Christmas and summer holidays, to arrange transportation. Appointments with one of the staff physicians can be made by calling 258-3129.

The Sexuality Education, Counseling and Health Program (S.E.C.H.) provides office gynecological care and, for men and women, medical and educational services related to sexual concerns. The Counseling Center staff of full time psychologists and a consulting psychiatrist is also available.

The offices at Princeton University Health Services are open throughout the calendar year. The Inpatient Service is closed during the Christmas and summer holidays.

Office Hours During the Academic Year

Walk-in Clinic:	Monday – Friday, 9 a.m. – 5 p.m. Saturday, 9 a.m. – 12 noon Sunday & University holidays, 10 a.m. – 11 a.m.
Appointments:	Monday – Friday, as arranged (258-3129)
S.E.C.H.:	Monday – Friday, by appointment (258-5025)
After Hours Emergencies:	Students with urgent problems arising after the office hours mentioned above should report to the Nurses' Station on the second floor of the Isabella McCosh Health Center.

Office Hours During the Summer

Walk-in Clinic:	Monday – Friday, 9:30 a.m. – 11:30 a.m. and 2 p.m. – 3 p.m.
Appointments:	Monday – Friday, as arranged (258-3129)
S.E.C.H.:	Arranged through Walk-in Clinic (258-3141)
Counseling Center:	Monday – Friday, 10 a.m. – 2 p.m., by appointment (258-3285)

Office Hours During the Christmas Recess

Walk-in Clinic:	Monday – Friday, 10 a.m. – 12 noon (closed on University holidays and weekends)
Counseling Center:	Monday – Friday, 10 a.m. – 2 p.m. (closed on Uni- versity holidays and weekends)

No regular appointment or S.E.C.H. hours during the Christmas recess.

During the summer and Christmas holidays, patients with emergencies after hours and on weekends should go to the Emergency Room of the Medical Center at Princeton, 253 Witherspoon Street.

Students receiving immunizations to satisfy State of New Jersey mandated requirements prior to beginning classes at the Seminary must pay for the service at the time.

When a student is confined to the Inpatient Service for a period of less than one week, no charge is made for board. If the student is confined for a week or more, a nominal weekly charge (including the first week) will be made. An appropriate adjustment will be made by the Seminary for students who ordinarily take their meals in the Mackay Campus Center.

Spouses of students entitled to care at University Health Services may use that facility on a fee-for-service basis. The average fee for a regular office visit is \$25.00.

DENTAL CARE

The student is expected to finance regular dental care from his or her own resources. Physicians and nurses at the Health Center can recommend local professionals. Dental operations normally are not covered by the Seminary's student health care program.

OUTSIDE TREATMENT

Students who prefer to establish a relationship with a physician other than one of the full-time physicians on the staff of Princeton University Health Services, or who wish to get in touch with any other physician in case of illness, are free to do so. The fee for office visits, house calls, or other services by such physicians shall be paid for by the students when such services are sought by them on their own initiative and may be submitted to John Hancock.

SUBSTANCE ABUSE PREVENTION

In conjunction with its stance on the use of alcoholic beverages and illegal drugs, a substance abuse prevention program is maintained for the members of the Seminary community. Seminars dealing with this issue are held both on the Seminary campus and at Princeton University. For an extensive listing of available substance abuse counseling resources, see the Seminary's policy regarding alcoholic beverages and illegal drugs, pp. 120-121.

TUTORIAL ASSISTANCE

It occasionally happens that in spite of normal academic efforts, a student finds that he or she is not making satisfactory progress in a Seminary course. When

consultation with the instructor suggests that tutorial assistance could be beneficial, it often is possible to secure the services of a student at a more advanced level in the same program. Tutorial arrangements are the responsibility of the student, although helpful suggestions may be secured through the Office of the Dean of Student Affairs. Fees for such assistance are borne by the student. The Seminary does not undertake to establish or recommend tutorial fees, but experience has taught that a range of \$10.00 - \$15.00 per hour is not unreasonable for ordinary kinds of assistance. Because of their responsibilities for other courses and programs, it normally is not possible for members of the faculty to provide extensive individual assistance in their courses.

Some tutorial assistance is available for M.Div. candidates who need training in writing college level essays. Arrangements for such help are made through the Dean of Student Affairs.

Organizations and Activities

STUDENT ORGANIZATIONS

Student Government Association

PURPOSES OF THE STUDENT GOVERNMENT

The Student Government of Princeton Theological Seminary shall coordinate student activities and concerns, shall represent students in contacts with Princeton Theological Seminary faculty and/or administration, and shall facilitate student involvement in non-Seminary organizations and interests.

STUDENT BODY

The student body shall consist of all regularly admitted students, except doctoral candidates, who are currently enrolled and paying either the basic or the comprehensive fee.

STUDENT GOVERNMENT

The Student Government shall consist of ten co-equal members which shall have its members elected as follows: three members shall be elected at large by and from the student body. Seven of the remaining members shall be elected one each from the junior class, middler class, senior class, the married students, the Association of Black Seminarians, the International Students' Association and the Women's Center. They shall be elected by their respective constituencies. All the elections will be under the supervision of the Student Government.

The member of the Student Government elected from and by the senior class shall convene the Student Government and shall act as convener until that body determines its operational structure and procedure, which shall be the initial business of the body. The Student Government shall annually determine its own internal organization and shall assign specific responsibilities accordingly.

A full text of the Student Government Constitution, from which the above is extracted, is available from the Office of the Dean of Student Affairs and a copy is posted on the SGA bulletin board in the Mackay Campus Center.

Graduate Student Group

Koinonia is an organization of doctoral candidates whose purpose is to provide a forum for the discussion of issues of scholarly interest. Throughout the year, its meetings feature speakers discussing topics of interdisciplinary concern to the doctoral student body. These include issues relating to the Ph.D. Studies Committee, the departmental meetings, the International Students Association, the Women's Center, and the Association of Black Seminarians. Koinonia also fosters and encourages social activities for doctoral students and assists in the annual orientation of new students at the Seminary.

Association of Black Seminarians

The Association of Black Seminarians (ABS) is an organization committed to the principle that an institution of theological education can be faithful to its charge to prepare men and women for ministry in Christ's Church only by providing academic programs and experiences that enable students to serve the church in a pluralistic society. ABS is composed of committed students of the liberating word of the Gospel of Jesus Christ, interpreting the message afresh for our contemporary age. The organization exists to enable students to give support to each other during their matriculation at the Seminary and as they engage in the challenge of ministry after graduation.

Association of Hispanic American Students

The Association of Hispanic American Students is primarily composed of students of Hispanic ethnic background who have been born and/or naturalized in the USA (i.e., Puerto Ricans, Mexican-Americans, Cuban-Americans, etc.) as well as resident students from Latin American nations.

The Association is committed to expanding awareness of ethnic and cultural diversity within the Christian community. It encourages the awareness of the needs of the Hispanic-American community in ministry as well as the need for opening all ministries to persons of all ethnic and racial backgrounds. It also encourages awareness of the "Latino" religious and cultural experience throughout the world.

By providing fellowship during the studies at PTS, the Association attempts to create a network of support after studies are completed. Membership is open to all students—both of Hispanic and non-Hispanic origin.

International Students' Association

Composed of students and visiting scholars who come to Princeton Theological Seminary from countries other than the United States, the Association provides international students with orientation assistance, social and cultural activities,

and a forum for discussing issues of international interest. The Association also encourages dialogue between international and American Seminary students and the Princeton and wider church communities. An executive committee of twelve plans such monthly activities as supper meetings, lectures, retreats, and theological and political discussions, all open to the entire Seminary community. A committee of four works with the administration in the interests of the Association.

Korean Association at Princeton Theological Seminary

The Korean Association at Princeton Theological Seminary (KAPTS) is composed of Korean and Korean-American students, Korean-American faculty, staff and their spouses. KAPTS provides forums for its members to engage in sharing and naming our experiences through worship services and other activities and to affirm our identity in Jesus Christ. KAPTS' primary interest is in God's will for the Korean-American community; knowing that the community is a young immigrant community, but realizing that the community is here in the States to stay. KAPTS hopes, and encourages its members, to share and to support each other's dreams and ideas in order to be faithful servants of Christ in leading and shaping the Korean-American community so that it may bear witness to other communities of Jesus Christ.

Women's Center

The Women's Center is an action-oriented group concerned with the life of Princeton Seminary. Any woman may bring topics for discussion and action to its weekly meetings. Various projects include concerns in the areas of academics, field education, admission policies, married student life, the changing role of women in the church and at the Seminary, procurement of speakers, and special events. The organization provides a supportive sisterhood for women interested in the Seminary to feel, speak, and act.

Student Interest Groups

A number of student organizations function to give expression to concerns and needs which are felt by members of the Seminary community. These groups and organizations are officially recognized by the Student Government Association when certain established criteria have been met. Recognition gives groups the privileges of use of campus communication, priority in space availability, and eligibility for funding by SGA. Groups must file for recognition with the SGA yearly, submitting a constitution, a membership list, and a budget request. New groups can file for recognition with the SGA at any time on forms which will be provided. More information and specific criteria can be obtained from the SGA

bulletin board in the Mackay Campus Center or from any SGA member. Recognized groups and their meeting times are posted on the bulletin board at the entrance to the cafeteria and are listed in the weekly *Wineskin*.

STUDENT ACTIVITIES

Athletic Program

The athletic chairperson(s) conducts a program of sports and recreation to meet the needs of students. The daily exerciser and the “once in a while” player will both find opportunities for using the Seminary facilities including an athletic field.

The gymnasium, located on the Tennent Hall campus, includes squash, racquetball, and handball courts; exercise room; locker and shower facilities; basketball, volleyball, and badminton facilities. The Seminary’s indoor pool is located at the Charlotte Rachel Wilson apartment complex at the end of Emmons Drive. It is available to all members of the Seminary community at regularly posted hours. Special membership rates have been arranged at the local YMCA for students who wish to use the Y’s pool.

Intramural competition includes touch football, basketball, and softball. Squash and handball ladders will be established.

Campus Guide Service

The Campus Guide Service conducts tours of the Princeton Seminary campus, sets up luncheons, provides interpretation of the campus for visitors from churches and church-affiliated groups, and assists faculty and administration members during heavily-attended campus events. The Service also welcomes pre-seminary students as well as visiting lecturers to campus.

Social Program

The social chairperson functions as a resource for social activities, stimulating small-group recreation, serving as host for campus events, and coordinating the year’s social activities. The chairperson plans a number of Seminary-wide activities such as picnics, major banquets and dances. The social chairperson also informs the Seminary community of interesting events in the Princeton area and in New York and Philadelphia through regularly posted calendars.

Stewardship Committee

The Stewardship Committee enables the Princeton Seminary Community, united by its faith in Christ, to respond to human needs — local, state, national and international — with financial or personal assistance. The committee also

helps educate the community in Christian stewardship. Each month the committee sponsors a workshop or seminar to make students aware of specific areas of need and/or to demonstrate methods of organizing and operating church stewardship programs. These events are led by students and guest speakers.

The Committee sponsors a used book sale in the second semester. Books are donated throughout the year by faculty, staff, and students. The proceeds are donated to a third world seminary library.

Directories and Service Hours ~

WHERE TO GO FOR ANSWERS

Seminary offices are open from 8:30 - 12:30 and 1:30 - 4:30, Monday through Friday.

<i>Service</i>	<i>Location</i>	<i>Phone</i>
Bursar's Window	Ground Level, Administration Bldg.	497-7704
Car Registration	Bursar's Window, Administration Bldg.	497-7704
Certifications	Registrar, 208 Templeton Hall	497-7820
Dean, Academic Affairs	126 Administration Building	497-7815
Dean, Student Affairs	210 Templeton Hall	497-7880
Denominational Liaison	Dean of Student Affairs, 210 Templeton Hall	497-7880
Duplicating	Hodge Hall, Ground Level	497-7715
Employment	Personnel, 27 Administration Bldg.	497-7720
Field Education	304 Templeton Hall	497-7970
Financial Assistance	Financial Aid, 14 Administration Bldg.	497-7710
Grades/Transcripts	Registrar, 208 Templeton Hall	497-7820
Graduation	Registrar, 208 Templeton Hall	497-7820
Health Insurance	Financial Aid, 14 Administration Bldg.	497-7710
Housing	203 Templeton Hall	497-7730
I.D. Cards	Registrar, 208 Templeton Hall	497-7820
Immigration Matters	Registrar, 208 Templeton Hall	497-7822
Loan Deferment	Registrar, 208 Templeton Hall	497-7820
Lockers, Stuart Hall	Housing, 203 Templeton Hall	497-7730
Lost & Found	Business Office, 2 Administration Bldg.	497-7705
Mailroom	23 Administration Bldg.	497-7713
Notary Public	Business Office, 2 Administration Bldg.	497-7705
Petition for Extension	Registrar, 208 Templeton Hall	497-7821
Registration	Registrar, 208 Templeton Hall	497-7822

Space Assignments:

All classrooms	Registrar, 208 Templeton Hall	497-7820
Chapel*	Chapel Office, 4 Chapel Basement	497-7890
Speer Library*	Librarian's Office	497-7930
Tennent Hall*	Christian Education, 100A Tennent Hall	497-7910
All other space	Housing, 203 Templeton Hall	497-7730
Student Accounts	Bursar's Window, Administration Bldg. Ground Level	497-7704
Student Mailboxes	Administration Bldg., Ground Level	
Traffic Violations	Bursar's Window, Administration Bldg. Ground Level	497-7704
Veterans Information	Registrar, 208 Templeton Hall	497-7821

SPECIAL HOURS

Theological Book Agency (TBA) — Mackay Campus Center, Ground Level

1:00 – 6:00 p.m. Monday

1:00 – 4:00 p.m. Tuesday through Friday

[Exceptions posted outside TBA and in *The Wineskin*]

Bursar's Window — Administration Bldg., Ground Level

10:30 – 11:30 a.m. and 2:00 – 3:00 p.m. Monday through Friday

4:00 – 4:30 p.m. Friday only

Cafeteria — Mackay Campus Center

Weekdays

Full Breakfast 7:30 – 8:45 a.m.

Light Breakfast 8:45 – 9:00 a.m.

Hot Lunch 12:00 – 1:30 p.m.

Dinner 5:30 – 6:15 p.m.

Saturday

Breakfast 8:00 – 9:00 a.m.

Lunch 12:00 – 1:00 p.m.

Dinner 5:00 – 6:00 p.m.

Sunday

Light Breakfast 7:30 – 8:00 a.m.

Breakfast 8:00 – 9:00 a.m.

Lunch 12:30 – 1:30 p.m.

Cafeteria is open for coffee break from 9:00 a.m. until 12:00 noon, Monday through Friday.

*For use at times when classes are not scheduled

Chapel

Daily worship service — 10:00 – 10:30 a.m.

Open regularly Monday through Friday from 6:00 a.m. to 10:30 p.m.

[Special events may be scheduled through the Chapel office on a daily basis]

Check Cashing — Princeton University Store, 36 University Place, Basement Level

1:00 – 5:00 p.m.	Monday through Wednesday
10:00 – 12:00 noon and 1:00–5:00 p.m.	Thursday and Friday
12:00 – 5:00 p.m.	Saturday

Computer Resource Center — LL3 Templeton Hall, Lower Level

The computer center is open 24 hours a day. Call Security to gain access during times when Templeton Hall is locked. (NOTE: Templeton Hall is open weekdays from 7:15 a.m. to 11:00 p.m. and on weekends from 8:00 a.m. to 5:00 p.m.)

Whiteley Gymnasium — Located at the corner of Stockton Street and Hibben Road

8:00 a.m. – 11:00 p.m.	Monday through Saturday (Closed Sundays and holidays)
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Infirmary, McCosh — Washington Road, Princeton University

Walk-In Clinic: 9:00 a.m. – 5:00 p.m.	Monday through Friday
9:00 a.m. – 12:00 noon	Saturday
10:00 a.m. – 11:00 a.m.	Sundays & holidays

[See page 00 for more information.]

Mailroom Window Hours — Administration Bldg., Ground Level

9:00 – 12:00 noon and 1:00 – 3:30 p.m.	Monday through Friday
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Media Services — G04 Templeton Hall, Ground Level

8:30 – 12:30 p.m. and 1:30 – 4:30 p.m.	Monday through Friday
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Reigner Reading Room — Tennent Hall

Open 25 hours a week, according to a posted schedule that varies slightly from semester to semester.

Speer Library

TERM HOURS

8:00 a.m. – 11:00 p.m.	Monday through Thursday
8:00 a.m. – 5:00 p.m.	Friday
9:00 a.m. – 5:00 p.m.	Saturday
7:00 p.m. – 11:00 p.m.	Sunday

VACATION HOURS

9:00 a.m. - 5:00 p.m.

Monday through Saturday

The library is closed on some legal holidays and such special hours are always posted in advance. The circulation desk closes 15 minutes before the building.

Student Mailboxes — Administration Bldg., Ground Level

7:30 a.m. - 7:00 p.m.

Monday through Friday

8:00 a.m. - 5:00 p.m.

Saturday

Closed Sunday

Swimming Pool — next to Charlotte Newcombe Center, end of Emmons Drive, Charlotte Rachel Wilson apartment complex

Monday Wednesday Friday

3:00 - 5:00 p.m.

Tuesday and Thursday

7:00 - 9:00 p.m.

Saturday

12:00 noon - 5:00 p.m.

Closed Sunday

Please check schedule at the pool for seasonal changes.

FACULTY OFFICE LOCATIONS AND PHONE NUMBERS

<i>Name</i>	<i>Location</i>	<i>Office</i>	<i>Secretary</i>
A.K.M. Adam	1st fl. Lenox House		
D. Allen (1,2)	103 Hodge Hall	7977	7724
J.F. Armstrong	126 Administration Bldg	7815	7815
	117 Speer Library	7930	7930
C. Bartow	103 Templeton Hall	7963	7963
B.K. Blount	114 Tennent Hall	7836	7980
D.E. Capps (2)	12 Mackay Campus Center	7988	7963
J.H. Charlesworth (1)	313 Lenox House	7920	7835
J.C. Deming	005 Tennent Hall	7844	7980
J. Douglass	108 Hodge Hall	7798	7725
N. Duff	114 Tennent Hall	7809	7980
J.A. Duncan	113 Tennent Hall	7874	7980
E. Edwards	37 Carriage House	7896	7949
A.R. Evans	304 Templeton Hall	7970	7970
R. Fenn	333 Lenox House	7763	7835
B.R. Gaventa	115 Hodge Hall	7765	7724
G. Hanson	35 Carriage House	7843	7949
C.L. Hess	101 Tennent Hall	7910	7910
G.R. Jacks (1,2)	111 Templeton Hall	7979	7963
J. Kay	109 Templeton Hall	7941	7963
S.H. Lee	301 Templeton Hall	7885	7885

<i>Name</i>	<i>Location</i>	<i>Office</i>	<i>Secretary</i>
J. Loder	104 Tennent Hall	7914	7914
T. Long	114 Hodge Hall	7837	7725
U. Mauser (1,2)	107 Hodge Hall	7762	7724
B.L. McCormack	13 Mackay Campus Center	7987	7949
E.A. McKee	115 Tennent Hall	7989	7980
K. McVey	106 Hodge Hall	7996	7724
D. Migliore (1)	102 Hodge Hall	7975	7725
P. Miller	111 Hodge Hall	7985	7724
J. Moorhead (2)	112 Hodge Hall	7984	7724
A. Neely (2)	117 Hodge Hall	7952	7725
J.R. Nichols	204 Templeton Hall	7875	7875
M. Oduyoye*	331 Lenox House	7969	7835
D. Olson (1)	14 Mackay Campus Center	7769	7949
R. Osmer	103 Tennent Hall	7914	7914
P. Paris	110 Hodge Hall	7814	7724
J. Roberts	322 Lenox House	7986	7835
C. Ryerson	104 Hodge Hall	7922	7725
K. Sakenfeld	126 Administration Bldg	7818	7818
C.L. Seow	321 Lenox House	7934	7835
M. Stackhouse	95 Mercer Street	7898	7835
J.W. Stewart	331 Lenox House	7976	7835
M. Taylor	116 Hodge Hall	7918	7725
L.T. Tisdale (1,2)	107 Templeton Hall	7966	7963
D. van Deusen Hunsinger	15 MacKay Campus Center		
J.W. van Huyssteen (2)	33 Carriage House	7948	7949
D. Weadon	4 Chapel Basement	7890	7890
J. Weathers	102 Templeton Hall		7963
R. Whitaker	335 Lenox House	7787	7835
E.D. Willis-Watkins	23 Tennent Hall	7924	7980

NOTE: Visiting lecturers may use 36 Carriage House as needed. Use of this office is scheduled through the Carriage House Secretary.

Numbers in parentheses indicate semester(s) when faculty member is on leave.

*Guest Professor academic year 1994-95.

POLICIES

Policy on Campus Security

INTRODUCTION

The growing importance of crime awareness recognizes both the dangers of serious crime as well as the potential to avoid its consequences through campus security, individual awareness and community education. Princeton Seminary, though a relatively safe environment, is not exempt from serious crime nor the responsibility of providing safety, which requires the cooperation of both students and employees.

In accordance with the Students Right to Know and Campus Security Act, Princeton Theological Seminary is required to disclose campus security policy and campus crime statistics annually to all current students and employees and to any prospective students and employees upon request. The intent of this legislation is to promote awareness and encourage responsible action in making the campus a safer place.

Members of the Seminary community are expected to act with respect for the rights, privileges, and sensibilities of others. Actions that threaten or endanger in any way the personal safety or security of others will be regarded as serious offenses.

CAMPUS SECURITY RESPONSIBILITIES

To insure the safety of its students and staff, the Seminary provides a Campus Security Service which is responsible for: providing access to Seminary facilities (residences and public buildings) when requested, monitoring the safety needs of the Seminary community and escorting students who find it necessary to travel across the campus late in the evening.

All crimes of a serious nature (murder, rape, robbery, aggravated assault, burglary, and motor vehicle and other thefts) should be reported directly to*

*In addition to reporting any physical assault to the police, the Seminary strongly encourages rape and assault victims to seek medical attention immediately. Any victim of sexual assault is also encouraged to contact SHARE (Sexual Harassment (or assault)/ Advising, Resources and Education) at 258-3310 or through McCosh Infirmary. For instances of sexual harassment, please cross-reference sexual harassment policies and procedures in this *Handbook*.

the appropriate police department and to campus security. Although PTS campus security has a good working relationship with local police, it is helpful if the campus community involves campus security in this process since it will enable them to fully understand the security needs of the campus and will help them as they seek to work with the Seminary community in making the campus safer.

EMERGENCY INFORMATION

Things to do:

1. Secure your own safety
2. Get to the nearest phone
3. Call the police or campus security

Police/Fire/Rescue

In case of emergency, you call 911, or you may call the numbers below directly.

PRINCETON BOROUGH emergencies (main campus residents)	924-4141
WEST WINDSOR emergencies (for CRW)	799-1222
CAMPUS SECURITY	497-7777

Emergencies requiring police, fire fighters, or ambulance should be reported on the nearest available telephone, to the appropriate number. There are also four emergency boxes located on the Seminary campus (see below), providing a direct line to emergency services. Please remember that when you call and arrange to meet the emergency personnel, **always give your location.**

Municipal call boxes, painted bright red and labeled EMERGENCY, are found at the following outdoor locations:

1. Hodge Hall, front (toward Mackay Campus Center)
2. Speer Library, on curb near Library Place entrance
3. Tennent Hall, front (near Roberts Hall)
4. Alexander Road, near Stuart Hall

Campus Security

In addition to informing local authorities, matters of security emergencies should be reported immediately to Seminary Security at (497-7777).

Seminary security call boxes, painted bright red with a blue light on top, may be found at the following locations:

1. Adams House, near front entrance
2. Mackay Campus Center, on front porch

3. Templeton Hall, side entrance*
4. Student parking lot behind Speer Library*
5. Tennent Hall, rear entrance*

NOTE: The Seminary security call boxes provide direct service only to Campus Security.

In addition, students are encouraged to exercise caution and to take measures for their own safety. For example, if you note a stranger on campus acting suspiciously, call campus security to investigate.

HOURS WHEN CAMPUS FACILITIES MAY BE ACCESSED

Main Campus

Dormitories are locked midnight to 7:00 a.m., except as noted. Campus buildings generally are locked from 5:00 p.m. to 7:15 a.m. Monday through Friday, and all day over the weekend. Templeton Hall front door is locked at 11:00 p.m. Mon.– Fri., and open on weekends from 8:00 a.m.–5:00 p.m.; Miller Chapel locked 10:30 p.m. to 6:00 a.m.; Speer Library (term hours and vacation hours) locked at 5:00 p.m. Friday; open from 9:00 a.m. to 5:00 p.m. on Saturday; and 7:00 p.m. to 10:00 p.m. on Sunday; Whiteley Gymnasium is open from 8:00 a.m. to 11:00 p.m. except Sundays and holidays. Computer Resources Center is open 24 hours a day. Call security to gain access during time when Templeton Hall is locked.

CRW

C.N. Center open from 8:00 a.m. to 11:00 p.m. (see schedule for adjustments; swimming pool open from 3:00 p.m. to 5:00 p.m. Monday, Wednesday, and Friday; from 7:00 p.m. to 9:00 p.m. Tuesday and Thursday; 12:00 noon to 5:00 p.m. on Saturday; closed on Sunday. Please check schedule at pool for seasonal changes.

PTS PROCEDURES THAT PROMOTE CAMPUS SECURITY AND AWARENESS

1. The Director of Facilities will include information in the *Wineskin* each month that will address both general and specific security concerns so that the Seminary community is aware if there are any current or potential problems on campus. During the summer months when the *Wineskin* is not published, a notice will be issued by the Director of Facilities regarding campus security.

2. The Housing Officer mails out a packet to the entire Seminary Com-

*These locations are drive-up phones.

munity in early October which includes a brochure on campus safety as well as other information deemed helpful in promoting campus security.

3. Seminars on campus security.
4. Emergency information phone labels and emergency cards mailed to the Seminary community.
5. Supplement deacon training with knowledge of emergency procedures for campus crime.

POLICY ON SUBSTANCE ABUSE

Princeton Theological Seminary is committed to maintaining an environment conducive to promoting the wellness and positive self-development of its students, allowing every member of the community — students, faculty, administration, and staff — to study and work free of problems and risks associated with the unauthorized use and abuse of alcohol and the illegal use and abuse of drugs.

Standards of Conduct

POLICIES ON ALCOHOL AND ILLEGAL DRUGS ON CAMPUS

1. Students and employees of Princeton Theological Seminary are strictly prohibited from unlawful manufacture, distribution, possession or use of controlled substances on the campus or as part of any Seminary activity.
2. No person under 21 years of age shall possess, purchase, or consume alcohol on campus.
3. No person at the Seminary shall offer, give, or sell alcoholic beverages to anyone under 21 years of age.
4. Alcoholic beverages shall not be served or consumed in the following locations on the Seminary campus:
 - ~ Mackay Campus Center
 - ~ Speer Library
 - ~ Corporation Yard
 - ~ Classroom buildings, classroom meeting space, and other meeting spaces open to the Seminary community at large
 - ~ Charlotte Newcombe Center and Seminary pool complex.

The Seminary considers the use of alcoholic beverages in moderate amounts to be a matter of responsible personal choice.

5. Kegs of beer are strictly prohibited.
6. Violations of the above policies will result in disciplinary action up to and including dismissal. Mandatory participation in and successful completion of an approved drug/alcohol abuse rehabilitation program may be required.

Disciplinary Sanctions

SANCTIONS FOR VIOLATION OF STANDARDS OF CONDUCT

For violations of Seminary-wide rules of conduct, members of the community are subject to several kinds of penalties. The applicability and exact nature of each penalty varies for faculty, students, professional staff, employees, and guests; in general, however, the penalties, in ascending order of severity are:

1. **WARNING.** A formal admonition that does not become part of an individual's permanent record, but that may be taken into account in judging the seriousness of any future violation.

2. **DISCIPLINARY PROBATION.** A more serious admonition assigned for a definite amount of time. It implies that any future violation during that time, of whatever kind, may be grounds for suspension, or in especially serious cases, dismissal from the Seminary.

3. **SUSPENSION FOR A DEFINITE PERIOD.** Removal from membership in, or employment by, the Seminary for a specified period of time.

4. **INDEFINITE SUSPENSION.** Removal from membership in, or employment by, the Seminary for at least the period of time specified by suspension, with the suspension to continue until certain conditions stipulated by the appropriate body applying this sanction have been fulfilled. These conditions may include, but are not limited to, restitution of damages or formal apology.

5. **DISMISSAL.** Permanent removal from membership in, or employment by, the Seminary without hope of readmission to the community.

Applicable Legal Sanctions

ALCOHOLIC BEVERAGES

STATE OF NEW JERSEY — In New Jersey, the legal age for purchase and consumption of alcoholic beverages is 21 years old (N.J.S.A. 9:17B-1).

A person under age 21 may not purchase or consume alcohol on premises licensed for retail sale of alcoholic beverages. In addition, misrepresenting one's own or another a person's age for the purpose of purchasing alcoholic beverages is unlawful, as is the purchase of alcohol for another who is under age. These violations constitute disorderly persons offenses which carry fine of not less than \$100. The court will suspend the person's driver's license for six months, and may require participation in an alcohol education program. (N.J.S.A. 33:1-81)

Obtaining a false I.D. or loaning your I.D. card to a person under age 21 for the purpose of purchasing alcohol is punishable by a fine of up to \$300 or imprisonment of not more than sixty days (N.J.S.A. 33:81.7).

Knowingly offering or serving alcoholic beverages to a person under age 21 or enticing an underage person to drink alcohol is a disorderly persons offense

which is punishable by six months imprisonment or a fine of up to \$1,000, or both (N.J.S.A. 2C:33-17).

Anyone under the age of 21 who consumes or possesses alcohol in a public place is a disorderly person and will be fined not less than \$100. If the offense is committed in a motor vehicle, the court may suspend driving privileges for thirty days, in addition to imposing the fine. The court may also require participation in an alcohol education program (N.J.S.A. 2C:33-15).

Any person consuming an alcoholic beverage while operating a motor vehicle, or while a passenger in a motor vehicle, will be fined \$200, for a first offense (N.J.S.A. 39:4-51a). Operating a motor vehicle while under the influence of intoxicating liquor (a blood alcohol concentration of 0.10%), or permitting such a person to operate a motor vehicle, carries a minimum first offense penalty of \$250 and not less than 12 hours detainment, loss of driving privileges for at least six months, participation in an alcohol education program (with an \$80 fee plus a \$50 per day charge), and a \$100 surcharge. Further, the court may in its discretion impose thirty days imprisonment (N.J.S.A. 39:4-50; 4-50.8). Also be aware that any driver operating a motor vehicle on any public road is deemed to have given his or her consent to a breathalyzer test (N.J.S.A. 39:4-50.2).

PRINCETON BOROUGH — The Borough follows all state laws regulating the sale and distribution of alcoholic beverages. In addition, the Borough code provides that only parents and legal guardians may purchase alcoholic beverages for, or on behalf of, a minor (Sec. 4-15). Furthermore, no person under the age of 21 shall knowingly possess or consume alcoholic beverages in a public place, at an inter-scholastic athletic event, or in a motor vehicle (Sec. 4-15.1; 4-15.2). The punishment for any of the above violations will not exceed \$500 and/or 90 days imprisonment.

PRINCETON TOWNSHIP — The Township follows all state laws regulating the sale, distribution, or possession of alcoholic beverages.

WEST WINDSOR TOWNSHIP — The Township follows all state laws regulating the sale and distribution of alcoholic beverages. In addition, Township ordinances provide that no person shall serve, sell or consume any alcoholic beverage in or upon any public or quasi-public place, or upon any public grounds, park, sidewalk, mall, playground, public conveyance, parking facility, or public building (3-13.1). Further, the ordinances forbid any person from possessing any alcoholic beverage with the intent of violating the foregoing, nor may persons meet with the intent to illegally sell, use, or possess alcohol or controlled dangerous substances (3-13.3).

There is an exception for possession, distribution, and consumption of

alcohol in public places in connection with organized events, with the prior written permission of the chief of police.

The penalty for violation of these provisions is a fine not to exceed \$1,000, or imprisonment or community service for not more than 90 days.

CONTROLLED DANGEROUS SUBSTANCES

STATE OF NEW JERSEY

1. Possession, use, or being under the influence

Possession of less than 50 grams of marijuana is a disorderly persons offense and carries a fine of up to \$1,000 and a jail term of up to six months. Possession of 50 grams or more of marijuana is a crime of the fourth degree and may carry a fine of up to \$15,000 and an 18-month jail term (N.J.S.A. 2C:35-10). A person who commits such an offense while on or within 1000 feet of school property shall perform at least 100 hours of community service if not sentenced to imprisonment (N.J.S.A. 2C:35-10). Possession of a controlled dangerous substance, including cocaine, LSD, heroin, morphine, mescaline, psilocybin, methadone, methamphetamine, or opium is a crime of the third degree and could result in a maximum \$25,000 fine and a jail term of three to five years (N.J.S.A. 2C:35-10). (For a complete list of controlled dangerous substances see New Jersey Statutes Annotated 24:21-5 through 24:21-8.1.) Possession of an anabolic steroid without a prescription is a crime of the fourth degree and may result in up to an 18-month prison term (N.J.S.A. 2C:35-10.1).

Using or being under the influence of any controlled dangerous substance described above, including marijuana, is a disorderly persons offense punishable by up to a \$1,000 fine and a jail term of up to six months (N.J.S.A. 2C:35-10). Possession or use of drug paraphernalia (all equipment used to plant, manufacture, test, package, inhale, ingest, or otherwise introduce into the human body a controlled dangerous substance) is a disorderly persons offense (N.J.S.A. 2C:36-2).

2. Manufacture and possession with intent to distribute

Manufacturing, possessing with the intent to distribute, or distributing an imitation controlled dangerous substance is a crime of the third degree and may result in a fine of up to \$100,000 and a jail term of three to five years (N.J.S.A. 2C:35-11).

Manufacturing, distributing, dispensing, or possessing with the intent to distribute or dispense any of the controlled dangerous substances described above, including marijuana, is unlawful. Most violations carry a mandatory minimum three-year prison term (N.J.S.A. 2C:43-6), a mandatory Drug Enforcement Fund assessment (N.J.S.A. 2C:35-15), and mandatory forfeiture of driving privileges (N.J.S.A. 2C:35-16). Additional penalties for this crime are as follows (N.J.S.A. 2C:35-5; 2C43-3; 2C43-6).

Heroin or cocaine in a quantity of five ounces or more or LSD in a quantity of 100 milligrams or more is a crime of the first degree which may result in a fine of up to \$300,000 and a ten-to-twenty-year prison term.

Heroin or cocaine in a quantity of one-half ounce to five ounces, or LSD in a quantity of less than 100 milligrams, or methamphetamine in a quantity of one ounce or more, or marijuana in a quantity of five pounds or more, or one ounce or more of mescaline, or one ounce or more of psilocybin is a second degree offense punishable by a five-to-ten-year prison term and subject to a fine of three times the street value.

Heroin or cocaine in a quantity of less than one-half ounce, or methamphetamine in a quantity of less than one ounce, or less than one ounce of mescaline, or less than one ounce of psilocybin is a third degree offense which may result in a \$50,000 fine and a three-to-five year prison term.

Marijuana in a quantity of one ounce to five pounds is a third degree offense which may result in a fine of up to \$15,000 and jail term of three-to-five years.

Marijuana in a quantity of less than one ounce is a fourth degree crime subject to an 18 month jail term.

Anabolic steroids is a third degree offense carrying a three-to-five year sentence of imprisonment (N.J.S.A. 2C:35-5.1).

In addition, distributing, dispensing, or possessing with intent to distribute a controlled dangerous substance within 1,000 feet of elementary or secondary school property or a school bus is a crime of the third degree and a prison term of one-to-three years will be imposed (N.J.S.A. 2C:35-7).

Distributing, or possessing with intent to distribute, drug paraphernalia is a crime of the fourth degree subject to an 18-month prison term (N.J.S.A. 2C:3603). Any person under the age of 18 who delivers drug paraphernalia to a person under the age of 18 commits a crime of the third degree punishable by a three-to-five-year prison term (N.J.S.A. 2C:36-5).

PRINCETON BOROUGH/PRINCETON TOWNSHIP — In accordance with the Drug Free School Zones Act, both the Borough of Princeton and Princeton Township have defined areas within 1,000 feet of elementary and secondary school boundaries.

For a complete detailing of the Substance Abuse Prevention Policy, see pp. 110-122 of this *Handbook*.

Commencement Policy



COMMENCEMENT EXERCISES

The Commencement exercises of Princeton Theological Seminary are conducted in the context of a Christian service of worship. The entire Seminary community (joined by visitors, families, and friends) gives thanks to God in this service for the achievements of the graduating students and together seeks God's guidance and blessing of the graduates as they go forth to pursue further their individual callings. Commencement is both a joyous and reverent occasion in the life of the Seminary.


COMMENCEMENT PLANNING

The Board of Trustees delegates to the President of the Seminary responsibility for planning, supervising and conducting the Commencement exercises. The President may seek suggestions and/or assistance from others, but it is the President who has the authority to make final decisions.

COMMENCEMENT PRACTICES

Because Commencement is a worshipful and celebrative event, acts of public demonstration that detract from its purpose are deemed inappropriate by the Board of Trustees. While honoring the First Amendment rights of those who may elect to use the Commencement Exercises as an opportunity to protest an issue or advocate a cause by dispensing symbols such as ribbons to be worn or flowers to be carried, the Board of Trustees directs that the distribution of said tokens must take place outside of the building in which the Commencement is held, and must be accompanied by printed material clearly identifying the responsible group. The Seminary name and seal may only be used by permission of the Board of Trustees.

Sexual Harassment Policy: Definitions and Procedures



I. PROLOGUE

Princeton Theological Seminary is committed to providing members of the Seminary community, including faculty, students, administrators, and staff, with an environment where they may pursue their studies, work, careers, and social interactions without being sexually harassed. Sexual harassment is prohibited by state and federal law, is a violation of the Christian ethical vision that informs the life and mission of the Seminary, and is incompatible with the church's standards for its members and professional leaders. The Seminary has a legal obligation to investigate allegations of sexual harassment that are brought to its attention. The Seminary regards sexual harassment as a serious offense and, therefore, as unacceptable conduct. False accusations, unreasonably made, also constitute unacceptable conduct and will be subject to Seminary discipline.

The Seminary will take such action as it deems appropriate to prevent, correct, and if necessary discipline behavior which violates this policy. Sanctions that may be applied, and that are discussed in detail in the Seminary *Handbook*, include, but are not limited to, warning, probation, suspension (with or without pay for employees), and dismissal.

Sexual harassment by a vendor, contractor, or other third-party individual or entity having an agreement or contract with the Seminary may be grounds for the abrogation of such agreement or contract.

II. DEFINITIONS

A. SEXUAL HARASSMENT. The Seminary defines sexual harassment as:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work; or (2) submission to or rejection of such

conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's study or work performance or creating an intimidating, hostile, or offensive living, social, academic, or working environment from the standpoint of a reasonable person of the same sex as the individual affected.

Verbal expression or physical conduct need not be overtly sexual to constitute sexual harassment. Examples of sexual harassment include, but are not limited to, lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; slurs, verbal or graphic expressions, or physical conduct relating to an individual's sex, or any public or unwelcome private display of sexually explicit pictures, greeting cards, articles, books, magazines, photographs, or cartoons in the absence of a valid educational purpose.

B. DESIGNATED INDIVIDUALS. Designated Individuals are members of the Seminary community specifically trained in issues, counseling, and conflict resolution related to sexual harassment, who provide services explained below. These Designated Individuals, and their successors when duly appointed and qualified, are:

Dean of Student Affairs: Carolyn D. Nicholson
 Dean of Academic Affairs: James F. Armstrong
 Assistant for Academic Affairs: Ellen L. Myers
 Director of Ph.D. Studies: Katharine Doob Sakenfeld
 Director of Field Education: Abigail Rian Evans
 Vice President for Financial Affairs: Frederick F. Lansill
 Director of Personnel: Sandra J. Lippincott
 Campus Pastor: Michael E. Livingston

Communications about sexual harassment to a Designated Individual who is an ordained minister will not be regarded as falling within any clergy-communicant privilege.

C. CONSTITUENCIES. For the purpose of this Policy, the four constituencies ("Constituencies") of the Seminary community are the ranked faculty, the exempt administrative staff, the nonexempt staff, and the students.

D. SEXUAL HARASSMENT PANEL. The Sexual Harassment Panel ("Panel"), from which hearing committees are drawn to handle complaints filed under this Policy and which performs related functions described below, is appointed by the President of the Seminary. The Panel consists of fifteen persons from the Constituencies of the Seminary community as follows: four members of the ranked faculty, three members of the exempt administrative staff, three members of the nonexempt staff, and four students (two Ph. D. candidates and two candidates from the M.Div. and/or M.A. programs), together with a chair ("Chair") who may be from any of the Constituencies. Panel members normally

serve two-year terms and are eligible for reappointment. A current list of Panel members shall be maintained in the offices of the Designated Individuals. The service address of the Panel and the permanent location of its records shall be the office of the Secretary of the Seminary.

E. COMPLAINT. A complaint, which shall constitute the sole grounds upon which an investigation and hearing may be conducted, must set forth with specificity the circumstances and nature of the alleged sexual harassment. Any complaint should be filed promptly after the incident(s) constituting sexual harassment. Any complaint must be filed in writing with the Panel at its service address within 365 calendar days of the only or most recent incident upon which the complaint is based, and no later than the point at which the respondent ceases to be a member of the Seminary community. A complaint may not be amended without the prior written permission of the Chair of the Panel.

III. PROCEDURE WITHOUT COMPLAINT

A member of the Seminary community who believes that he or she is the victim of sexual harassment by another member of the Seminary community is encouraged, but not obligated, to discuss the matter with one of the Designated Individuals before taking further action. The Designated Individual shall be available to provide information, to answer questions, and, if so requested, to attempt a resolution of the matter through discussion with the parties involved. These discussions shall be treated with the maximum possible degree of confidentiality. Only in accordance with legal requirements, this Sexual Harassment Policy, including Section V(B), or where any individual's personal safety or the well-being of the Seminary is threatened shall information be acted upon or disclosed to others without the permission of the person making the allegation and the person against whom the allegation is made.

As an additional resource, students may also consult the staff of the Princeton University Sexual Harassment/Assault, Advising, Resources, and Education ("SHARE") Program, which is part of the McCosh Health Center. Since SHARE counselors are not members of the Seminary community, they do not serve as Designated Individuals and consultation with them does not constitute notice to the Seminary of an incident of sexual harassment.

IV. PROCEDURE FOLLOWING COMPLAINT

An individual, preferably after consultation with a Designated Individual, may file a complaint against a member of the Seminary community alleging a violation of the Seminary's Sexual Harassment Policy. Procedure under this

complaint may thereupon be either Formal or Informal, although in either case the matter remains a part of the Seminary's continuing records.

A. **INFORMAL COMPLAINT RESOLUTION.** At the time of filing, the complainant may ask that the complaint be handled under the Informal Procedure. Under this procedure, a Designated Individual selected by the complainant may offer two levels of assistance:

1. Providing advice to the parties in such a way that the identity of the complainant is not made known to the respondent.
2. Providing mediation between the parties, who shall be identified to each other, either by conferring with the parties individually or by having them speak with each other in the presence of the Designated Individual.

When a complaint is resolved under the Informal Procedure, or when efforts at a resolution are in the judgment of the Designated Individual concluded, the Designated Individual shall file with the Panel at its service address a brief written report of the resolution, in which both complainant and respondent are identified.

In the event a second complaint is registered against the same person for resolution under the Informal Procedure, the Chair of the Panel shall refer the matter to the Dean of Academic Affairs in the case of a faculty member, to the Dean of Student Affairs in the case of a student, or to the Vice President for Financial Affairs in the case of a member of the nonacademic administration or the support staff.

If dissatisfied with the progress of the Informal Procedure, either party may at any point ask that it be reintroduced under the Formal Procedure; and if either party is dissatisfied with the resolution achieved under the Informal Procedure, he or she may within thirty (30) calendar days of the conclusion thereof ask that it be reintroduced under the Formal Procedure.

B. **FORMAL COMPLAINT RESOLUTION.** At the time of filing, the complainant may ask that the complaint be handled under the Formal Procedure. In addition, either party to an action in progress or concluded under the Informal Procedure may ask that it be reintroduced under the Formal Procedure as provided above. The steps in this procedure are as follows.

1. The Chair of the Panel shall give the respondent written notification within seven (7) calendar days that a complaint has been filed or reintroduced, together with a copy of the complaint. The respondent may file a written response with the Chair. The respondent may ask a Designated Individual, or some other person selected from among the members of the Seminary community, for assistance in preparing this response. The Chair shall provide a copy of the response to the complainant.

2. The Chair shall appoint from the Sexual Harassment Panel a presiding

member and two additional members to constitute a Hearing Committee ("Committee") to hear the matter. The Committee shall consist of one member from each Constituency to which the complainant and the respondent belong. If the complainant and the respondent belong to the same Constituency, the Chair may, but need not, appoint two Panel members from such Constituency. If no Panel member is able to serve from the Constituency of the complainant or the respondent, the Chair may appoint such other Panel member or members as the Chair considers appropriate. The presiding member of the Committee may be from any Constituency. If a conflict of interest or other valid reason prevents a Panel member from serving on the Committee, the Chair shall select a substitute. The Chair shall make every effort to ensure that a fair, impartial, and representative Committee hears the matter.

3. The Chair shall provide the complainant and the respondent with written notification of the names of the persons serving on the Committee. The notice also shall state the time and place of the hearing and shall be postmarked or delivered to each party's campus address at least ten (10) calendar days prior to the date of the hearing.

4. The complainant and the respondent may file a written objection with the Chair regarding the service of any Committee member, setting forth specific reasons for the objection. After reviewing such objection, the Chair may, but need not, replace any member of the Committee with another member of the Panel.

5. The Chair shall gather information for use by the Committee, including any statements or material that the complainant and respondent may wish to submit. The Chair may interview the complainant, the respondent, and other persons believed to possess relevant information; consult Seminary records bearing on the matter; and gather such other statements, documents, or material as he or she may deem appropriate. The Chair shall make every effort to complete this information and to submit the matter to the Committee for determination within thirty (30) days of the request for resolution under the Formal Procedure.

6. The complainant and the respondent are expected to cooperate with the Chair in this investigation, to the extent of answering pertinent questions and supplying or authorizing the release of relevant information when so requested. When this cooperation is denied, the Chair shall so inform the Committee, providing where possible his or her understanding of the reasons therefor.

7. The complainant and the respondent shall present their positions *de novo*, without reference to any prior proceeding; and no reference to the discussions, findings, or recommendations of prior proceedings shall otherwise be introduced to the Committee.

8. Every effort shall be made to have the Committee hear the matter within

two weeks after the Chair has submitted his or her investigative report and supporting documentation to the Committee.

9. At the hearing, the Committee shall receive and review the complaint, the response, the report of the Chair of the Panel, and other pertinent statements and documents. The Committee shall interview the complainant, the respondent, and other witnesses in the presence of both parties. The parties shall be afforded an opportunity to respond to one another's statements, to confront those who present evidence, and to present witnesses and evidence on their own behalf. The complainant and the respondent may each be accompanied by a personal adviser, other than a family member, selected from among the members of the Seminary community. To ease the burden of cost on the parties, the procedure is designed with the intent that legal counsel need not be involved with the hearing. Should any party decide to retain legal counsel for this purpose, however, he or she shall notify the Chair of the Panel at least five (5) calendar days before the hearing, so that the other party may take this fact into account when making his or her plans. Legal counsel at the hearing may confer with their clients but will not be permitted to address the Committee or others unless so invited by the Committee.

10. When in the judgment of the Committee the complainant and the respondent have been fully heard, the parties and witnesses shall be excused, and the Committee shall deliberate and reach a conclusion by majority vote. In determining whether or not a complaint of sexual harassment has been sustained, the Committee shall look at the totality of the circumstances, including the nature of the action and the context in which the alleged harassment occurred. The determination of a suitable penalty shall be made on a case-by-case basis in light of all relevant facts and circumstances, including any prior history of complaints against the respondent.

11. The Committee shall prepare a written report of the hearing, consisting of findings of fact and conclusions, and a recommended disposition based on the record, any prior history of complaints against the respondent handled under the Informal Complaint Resolution procedure, pertinent Seminary policies, regulations, and procedures, and applicable law. A record of the hearing and the Committee's findings shall be maintained at the service address of the Panel.

12. The Committee shall provide a copy of the hearing report to the complainant and to the respondent. The parties shall then have ten (10) calendar days to give the presiding member of the Committee written notice that they do or do not accept the Committee's recommendations.

13. The report and recommendations of the Committee, together with the complainant's and the respondent's responses to the recommendations, shall be presented in writing to the President of the Seminary within fifteen (15) calen-

dar days from the issuance of the report of the Committee. Except where the Board of Trustees has reserved to itself the final disposition of particular matters (see, for example, Chapter 15 of the *Faculty Manual*), the President, after consulting with the Chair of the Panel and the presiding member of the Committee, shall render a final and binding decision. This decision shall be based upon the President's review of the record; the recommendations, findings, and conclusions of the Committee; and the responses of the complainant and the respondent.

14. The President shall communicate his or her decision to the complainant, the respondent, the presiding member of the Committee that heard the complaint, and the Chair of the Panel. This decision also shall be placed in the permanent records of the Panel and in the file of the individual against whom the complaint has been sustained.

V. ADDITIONAL MATTERS

A. Fear of retaliation should not hinder the reporting of an incident of sexual harassment. Retaliation in any form, on the part of a person under the jurisdiction of the Seminary, will be considered a violation of Seminary regulations and will be independently subject to disciplinary procedures.

B. The Seminary is required to take reasonable steps on its own initiative to identify and prevent sexual harassment. If an individual in a supervisory capacity has direct knowledge of an incident of sexual harassment by a member of the Seminary community, that supervisor is responsible for bringing the matter to the attention of a Designated Individual. If a Designated Individual learns of grounds for action from a supervisor or other member of the Seminary community, that Designated Individual may serve as the complainant in such matter and pursue the matter through either the Informal or the Formal Procedure specified above.

If a person alleging sexual harassment is satisfied with the resolution of his or her case before exhausting the Formal Procedure, the Seminary nevertheless reserves the right to continue the matter through the Formal Procedure as circumstances or the law may warrant or require.

C. In an emergency, where the health or well-being of a member of the Seminary community or the well-being of the Seminary as an institution is threatened, any individual with knowledge of the situation should promptly inform the President of the Seminary. The President, or someone designated to act on the President's behalf, is authorized to take such steps as may be necessary and appropriate to ensure the well-being of the Seminary community and the Seminary.

VI. INDEMNIFICATION

Members of the Seminary community who hold formal responsibilities for the enforcement of this policy are considered, in the exercise of those responsibilities, to be acting as agents of the Seminary and, accordingly, to the extent permitted by law shall be defended legally by the Seminary for all such actions taken in good faith, even if mistaken.

VII. RELATION TO OTHER POLICIES, RULES, ETC.

This Policy is designed to provide definitions and procedures for handling cases of sexual harassment. If a conflict should arise between the provisions of this Policy and other Seminary procedures, rules, regulations, or terms or conditions of employment, the provisions of this Policy shall govern and control in cases of sexual harassment, unless those other procedures, rules, regulations, or terms or conditions of employment shall specifically provide to the contrary.

VIII. AMENDMENTS

The Chair of the Sexual Harassment Panel may, from time to time, after consultation with the Panel, recommend to the President of the Seminary amendments to the Sexual Harassment Policy. To the extent authorized by the Board of Trustees, the President may then either disapprove the recommended amendments or approve them and put them into effect. In the alternative, the President may refer them to the Board for disposition. The Board of Trustees reserves to itself the right on its own initiative to repeal, amend, or replace this Policy if in its judgment the interests of the Seminary so require.

Substance Abuse Prevention Policy



INTRODUCTION

Substance abuse is a modern day tragedy which compromises the quality of life in our country and world. The dimensions of the problem are enormous, with every segment of the population at risk. Substance abuse wastes human potential and amounts to a rejection of God's good gift of life. Princeton Seminary is not exempt from either the negative effects of the abuse of drugs or the responsibility to share in preventing this tragedy.

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Princeton Theological Seminary is committed to maintaining an environment conducive to promoting the wellness and positive self-development of its students, allowing every member of the community—students, faculty, administration, and staff—to study and work free of the problems and risks associated with the unauthorized use and abuse of alcohol and the illegal use and abuse of drugs.

FACTS ABOUT ALCOHOL AND DRUG ADDICTION

Alcoholism is a progressive disease in which drinking increasingly affects a person's health, family life, social life, and job. There are an estimated 10 million people in this country suffering from the disease of alcoholism, more than half a million in New Jersey alone. Untreated, alcoholism interferes in a major way with one's health and relationships and eventually results in physical incapacity, insanity, and/or death. Statistics show that child abuse and alcohol abuse frequently go hand in hand in families. A majority of all cases of family violence involve drinking, whether before, during, or after the incident. Violent behavior attributed to alcohol use accounts for approximately 65% of murders, 35% of rapes, 30% of suicides, and 60% of child abuse cases. Of all fatal accidents on the roads, 50% involve alcohol.

The problem of drug abuse in the United States has reached crisis proportions and threatens to get worse. Drug abuse has spread to every level of our society. From the 35-year-old surgeon, attorney, or CPA who snorts cocaine to the 11-year-old inner city child who smokes marijuana joints laced with PCB, not one area of our population has been unaffected. Drugs have invaded the American workplace to the point where almost one in five workers uses dangerous drugs regularly on the job. Instead of coffee breaks, employees are taking drug breaks. Law enforcement authorities estimate that two-thirds of all serious crime can be linked to drug abuse.

The good news is that alcoholism and drug addiction is treatable. Generally, a recovering alcoholic or drug abuser may never safely drink or use drugs again, but can lead a normal, productive life as long as he or she maintains total abstinence. Alcoholics Anonymous, for example, has an estimated world membership of more than one million, in over 30,000 groups. Approximately 80% of people sober for one to five years will remain in the A.A. fellowship. To help those who abuse drugs or alcohol, it is essential to learn the facts about abuse. Treatment and counseling are available for you or your loved one. Refer to page 00 for information concerning treatment.

STANDARDS OF CONDUCT

Policies on Alcohol and Illegal Drugs on Campus

1. Students and employees of Princeton Theological Seminary are strictly prohibited from unlawful manufacture, distribution, possession, or use of controlled substances on the campus or as part of any Seminary activity.

2. No person under 21 years of age shall possess, purchase, or consume alcohol on campus.

3. No person at the Seminary shall offer, give, or sell alcoholic beverages to anyone under 21 years of age.

4. Alcoholic beverages shall not be served or consumed in the following locations on the Seminary campus:

- ~ Mackay Campus Center
- ~ Speer Library
- ~ Corporation Yard
- ~ Classroom buildings, classroom meeting space, and other meeting spaces open to the Seminary community at large
- ~ Charlotte Newcombe Center and Seminary pool complex.

The seminary considers the use of alcoholic beverages in moderate amounts to be a matter of responsible personal choice.

5. Kegs of beer are strictly prohibited.

6. Violations of the above policies will result in disciplinary action up to and

including dismissal. Mandatory participation in and successful completion of an approved drug/alcohol abuse rehabilitation program may be required.

DISCIPLINARY SANCTIONS

Sanctions for Violation of Standards of Conduct

For violations of Seminary-wide rules of conduct, members of the community are subject to several kinds of penalties. The applicability and exact nature of each penalty varies for faculty, students, professional staff, employees, and guests; in general, however, the penalties, in ascending order of severity are:

1. **WARNING.** A formal admonition that does not become part of an individual's permanent record, but that may be taken into account in judging the seriousness of any future violation.

2. **DISCIPLINARY PROBATION.** A more serious admonition assigned for a definite amount of time. It implies that any future violation during that time, of whatever kind, may be grounds for suspension, or in especially serious cases, for dismissal from the Seminary.

3. **SUSPENSION FOR A DEFINITE PERIOD.** Removal from membership in, or employment by, the Seminary for a specified period of time.

4. **INDEFINITE SUSPENSION.** Removal from membership in, or employment by, the Seminary for at least the period of time specified by suspension, with the suspension to continue until certain conditions stipulated by the appropriate body applying this sanction have been fulfilled. These conditions may include, but are not limited to, restitution of damages or formal apology.

5. **DISMISSAL.** Permanent removal from membership in, or employment by, the Seminary without hope of readmission to the community.

APPLICABLE LEGAL SANCTIONS

Alcoholic Beverages

STATE OF NEW JERSEY

In New Jersey, the legal age for purchase and consumption of alcoholic beverages is 21 years old (N.J.S.A. 9:17B-1).

A person under age 21 may not purchase or consume alcohol on premises licensed for retail sale of alcoholic beverages. In addition, misrepresenting one's own or another a person's age for the purpose of purchasing alcoholic beverages is unlawful, as is the purchase of alcohol for another who is under age. These violations constitute disorderly persons offenses which carry fine of not less than \$100. The court will suspend the person's driver's license for six months, and may require participation in an alcohol education program. (N.J.S.A. 33:1-81)

Obtaining a false I.D. or loaning your I.D. card to a person under age 21 for the purpose of purchasing alcohol is punishable by a fine of up to \$300 or imprisonment of not more than sixty days (N.J.S.A. 33:81.7).

Knowingly offering or serving alcoholic beverages to a person under age 21 or enticing an underage person to drink alcohol is a disorderly persons offense which is punishable by six months imprisonment or a fine of up to \$1,000, or both (N.J.S.A. 2C:33-17).

Anyone under the age of 21 who consumes or possesses alcohol in a public place is a disorderly person and will be fined not less than \$100. If the offense is committed in a motor vehicle, the court may suspend driving privileges for thirty days, in addition to imposing the fine. The court may also require participation in an alcohol education program (N.J.S.A. 2C:33-15).

Any person consuming an alcoholic beverage while operating a motor vehicle, or while a passenger in a motor vehicle, will be fined \$200, for a first offense (N.J.S.A. 39:4-51a). Operating a motor vehicle while under the influence of intoxicating liquor (a blood alcohol concentration of 0.10%), or permitting such a person to operate a motor vehicle, carries a minimum first offense penalty of \$250 and not less than 12 hours detainment, loss of driving privileges for at least six months, participation in an alcohol education program (with an \$80 fee plus a \$50 per day charge), and a \$100 surcharge. Further, the court may in its discretion impose thirty days imprisonment (N.J.S.A. 39:4-50; 4-50.8). Also be aware that any driver operating a motor vehicle on any public road is deemed to have given his or her consent to a breathalyzer test (N.J.S.A. 39:4-50.2).

PRINCETON BOROUGH

The Borough follows all state laws regulating the sale and distribution of alcoholic beverages. In addition, the Borough code provides that only parents and legal guardians may purchase alcoholic beverages for, or on behalf of, a minor (Sec. 4-15). Furthermore, no person under the age of 21 shall knowingly possess or consume alcoholic beverages in a public place, at an inter-scholastic athletic event, or in a motor vehicle (Sec. 4-15.1; 4-15.2). The punishment for any of the above violations will not exceed \$500 and/or 90 days imprisonment.

PRINCETON TOWNSHIP

The Township follows all state laws regulating the sale, distribution, or possession of alcoholic beverages.

WEST WINDSOR TOWNSHIP

The Township follows all state laws regulating the sale and distribution of alcoholic beverages. In addition, Township ordinances provide that no person shall serve, sell or consume any alcoholic beverage in or upon any public or quasi-public place, or upon any public grounds, park, sidewalk, mall, play-

ground, public conveyance, parking facility, or public building (3-13.1). Further, the ordinances forbid any person from possessing any alcoholic beverage with the intent of violating the foregoing, nor may persons meet with the intent to illegally sell, use, or possess alcohol or controlled dangerous substances (3-13.3).

There is an exception for possession, distribution, and consumption of alcohol in public places in connection with organized events, with the prior written permission of the chief of police.

The penalty for violation of these provisions is a fine not to exceed \$1,000, or imprisonment or community service for not more than 90 days.

Controlled Dangerous Substances

STATE OF NEW JERSEY

1. Possession, use, or being under the influence

Possession of less than 50 grams of marijuana is a disorderly persons offense and carries a fine of up to \$1,000 and a jail term of up to six months. Possession of 50 grams or more of marijuana is a crime of the fourth degree and may carry a fine of up to \$15,000 and an 18-month jail term (N.J.S.A. 2C:35-10). A person who commits such an offense while on or within 1000 feet of school property shall perform at least 100 hours of community service if not sentenced to imprisonment (N.J.S.A. 2C:35-10). Possession of a controlled dangerous substance, including cocaine, LSD, heroin, morphine, mescaline, psilocybin, methadone, methamphetamine, or opium is a crime of the third degree and could result in a maximum \$25,000 fine and a jail term of three to five years (N.J.S.A. 2C:35-10). (For a complete list of controlled dangerous substances see New Jersey Statutes Annotated 24:21-5 through 24:21-8.1). Possession of an anabolic steroid without a prescription is a crime of the fourth degree and may result in up to an 18-month prison term (N.J.S.A. 2C:35-10.1).

Using or being under the influence of any controlled dangerous substance described above, including marijuana, is a disorderly persons offense punishable by up to a \$1,000 fine and a jail term of up to six months (N.J.S.A. 2C:35-10).

Possession or use of drug paraphernalia (all equipment used to plant, manufacture, test, package, inhale, ingest, or otherwise introduce into the human body a controlled dangerous substance) is a disorderly persons offense (N.J.S.A. 2C:36-2).

2. Manufacture and possession with intent to distribute

Manufacturing, possessing with the intent to distribute, or distributing an imitation controlled dangerous substance is a crime of the third degree and may result in a fine of up to \$100,000 and a jail term of three to five years (N.J.S.A. 2C:35-11).

Manufacturing, distributing, dispensing, or possessing with the intent to

distribute or dispense any of the controlled dangerous substances described above, including marijuana, is unlawful. Most violations carry a mandatory minimum three-year prison term (N.J.S.A. 2C:43-6), a mandatory Drug Enforcement Fund assessment (N.J.S.A. 2C:35-15), and mandatory forfeiture of driving privileges (N.J.S.A. 2C:35-16). Additional penalties for this crime are as follows (N.J.S.A. 2C:35-5; 2C:43-3; 2C:43-6):

Heroin or cocaine in a quantity of five ounces or more or LSD in a quantity of 100 milligrams or more is a crime of the first degree which may result in a fine of up to \$300,000 and a ten-to-twenty-year prison term.

Heroin or cocaine in a quantity of one-half ounce to five ounces, or LSD in a quantity of less than 100 milligrams, or methamphetamine in a quantity of one ounce or more, or marijuana in a quantity of five pounds or more, or one ounce or more of mescaline, or one ounce or more of psilocybin is a second degree offense punishable by a five-to-ten-year prison term and subject to a fine of three times the street value.

Heroin or cocaine in a quantity of less than one-half ounce, or methamphetamine in a quantity of less than one ounce, or less than one ounce of mescaline, or less than one ounce of psilocybin is a third degree offense which may result in a \$50,000 fine and a three-to-five-year prison term.

Marijuana in a quantity of one ounce to five pounds is a third degree offense which may result in a fine of up to \$15,000 and a jail term of three-to five years.

Marijuana in a quantity of less than one ounce is a fourth degree crime subject to an 18-month jail term.

Anabolic steroids is a third degree offense carrying a three-to-five year sentence of imprisonment (N.J.S.A. 2C:35-5.1).

In addition, distributing, dispensing, or possessing with intent to distribute a controlled dangerous substance within 1,000 feet of elementary or secondary school property or a school bus is a crime of the third degree and a prison term of one-to-three years will be imposed (N.J.S.A. 2C:35-7).

Distributing, or possessing with intent to distribute, drug paraphernalia is a crime of the fourth degree subject to an 18-month prison term (N.J.S.A. 2C:36-3). Any person under the age of 18 who delivers drug paraphernalia to a person under the age of 18 commits a crime of the third degree punishable by a three-to-five-year prison term (N.J.S.A. 2C:36-5).

PRINCETON BOROUGH / PRINCETON TOWNSHIP

In accordance with the Drug Free School Zones Act, both the Borough of Princeton and Princeton Township have defined areas within 1,000 feet of elementary and secondary school boundaries.

HEALTH RISKS

While drugs have saved lives, greatly reduced human suffering, and improved the quality of life, they may be misused or abused. Psychoactive drugs act on the central nervous system. They may increase activity (stimulants), decrease activity (depressants), or cause hallucination (hallucinogens). Every drug has multiple effects that depend on the properties of the drug and the dosage taken. When two or more drugs are taken together or in sequence, their effects may be stronger than their additive sum.

Below is a partial list of the common health effects of alcohol and drug use and abuse.

Alcohol

EFFECTS OF USE

- Accidents
- Blackouts
- Gastritis
- Cirrhosis of the liver
- Mouth, throat, and/or liver cancer
- Heart disease
- Fetal Alcohol Syndrome in pregnant women (birth defect)

Cannabis (marijuana and hashish)

SIGNS OF USE

- Difficulty concentrating
- Euphoria
- Short-term memory loss
- Dilated pupils
- Loss of depth perception
- Disciplinary problems
- Increased appetite
- Disoriented behavior
- Lack of motivation
- Lowered productivity

EFFECTS OF ABUSE

- Fatigue
- Paranoia
- Impaired memory
- Possible psychosis
- Possible damage to lungs, heart, reproductive, and immune systems

Stimulants (cocaine and amphetamines)

SIGNS OF USE

Increased alertness
 Excitation
 Euphoria
 Increased pulse rate
 Increased blood pressure
 Loss of appetite
 Insomnia
 Dilated pupils

EFFECTS OF OVERDOSE

Agitation
 Increased body temperature
 Hallucinations
 Convulsions
 Paranoia
 Anxiety
 Brain damage
 Coma
 Possible death

Depressants (Barbiturates, hypnotics, and tranquilizers)

SIGNS OF USE

Slurred speech
 Disorientation
 Drunken behavior
 Impaired judgment
 Drowsiness

EFFECTS OF OVERDOSE

Shallow respiration
 Cold and clammy skin
 Weak and rapid pulse
 Convulsions
 Infection
 Coma
 Possible death

Narcotics (opium, morphine, codeine, heroin, and methadone)

SIGNS OF USE

- Euphoria
- Drowsiness
- Respiratory depression
- Constricted pupils
- Nausea

EFFECTS OF USE

- Slow and shallow breathing
- Clammy skin
- Convulsions
- Coma
- Possible death

Hallucinogens (LSD, amphetamine variants, and PCP)

SIGNS OF USE

- Illusions and hallucinations
- Poor perception of time and distance

EFFECTS OF OVERDOSE

- Intense "trip" episodes
- Psychosis
- "Awake" coma
- Bizarre behavior
- Violence
- Anxiety
- Depression
- Flashbacks
- Emotional breakdown

HEALTH INSURANCE

Persons who are insured through the Seminary are covered by one of the policies listed below. Most students are covered by John Hancock, but some may be covered by the Board of Pensions. Employees are covered by Board of Pensions or Prudential, Prucare Plus. If you have questions concerning what policy you hold, students may contact Matthew Spina and employees may contact Sandy Lippincott. If you have questions regarding your policy coverage, please contact your insurance company at the number listed below.

John Hancock (1-800-345-1335): Princeton Theological Seminary's current major medical plan for students and their dependents considers substance abuse treatment as an eligible expense. Consult the major medical insurance brochure available in the Financial Aid Office, or call National Student Services, Inc. (at the number above), for more information.

Board of Pensions (1-800-345-7940): Coverage is subject to change, so you are encouraged to contact the Board directly to determine your current level of benefits. Coverage is also outlined in the summary plan description booklet, "Major Medical Benefits," which is available upon request from the Personnel Office.

Prudential, Prucare Plus (1-800-422-7399): Coverage is subject to change, so you are encouraged to contact Prudential directly for up-to-date coverage information. Coverage is also detailed in the summary plan description booklet, "Your Group Program," which is available upon request from the Personnel Office.

COUNSELING, TREATMENT, AND REHABILITATION RESOURCES

If you have a problem, are concerned about someone else, or want to report a violation of this Substance Abuse Prevention Policy, you may speak with any one of the following people:

- ~ Campus Pastor
- ~ Dean of Student Affairs
- ~ Dean of Academic Affairs
- ~ Director of Personnel.

The facilities at McCosh Health Center are open to Seminary students. McCosh Health Center's alcohol and other drug programs (ADP) work confidentially with undergraduate and graduate students who are addicted or in early or ongoing recovery. The program is also available for those who may be affected by the alcohol or drug patterns of others. For further information, or to make an appointment, call:

Alcohol and Other Drug Programs
McCosh Health Center
Room 11, Garden Level
609-258-3350

Counseling is also available to students and employees through the chapel office.

The Trinity Counseling Service also offers counseling services to PTS stu-

dents through a special relationship with the Seminary. For further information, or to make an appointment, call:

Trinity Counseling Service
22 Stockton Street
609-924-0060

Treatment Facilities

Community Guidance Center
Mercer County
Substance Abuse Recovery Program
253 Nassau Street
Princeton, NJ 08540
(609) 924-1320

Corner House
Township of Princeton
Valley Road Building
369 Witherspoon Street
Princeton, NJ 08540
(609) 924-8018

New Horizon Treatment Services
132 Perry Street
Trenton, NJ 08618
(609) 394-8988

Princeton House
905 Herrontown Road
Princeton, NJ 08540
(609) 734-4631

Princeton Intensive Outpatient Alcoholism Treatment
253 Witherspoon Street
Princeton, NJ 08540
(609) 734-4615

Self-Help and Constituency Groups

Information and Referral Services

Ala-Call (toll-free hotline)
Division of CONTACT 609
1050 North Kings Highway
Cherry Hill, NJ 08034
1-800-322-5525 (24 hours)

Alcoholics Anonymous Groups of NJ
1878 Springfield Avenue, Room 3
Maplewood, NJ 07040
(201) 763-1415

Al-Anon/Alateen Family Groups
Information Service Center
116 White Horse Pike
Haddon Heights, NJ 08033
(609) 541-0855

Adult Children of Alcoholics
P.O. Box 190
Rutherford, NJ 07070
(201) 777-2277
(800) 321-7912

National Black Alcoholism Council NJ
New Jersey Chapter
525 Orange Street
Newark, NJ 07107
(201) 242-7406

Hispanic Commission on Alcoholism
P.O. Box 2172
Edison, NJ 08818
(201) 242-7406

NJ Task Force on Women and Alcohol
87 East Front Street
Red Bank, NJ 07701
(800) 322-5525

Women's Referral Service
NJ Division of Women
CN 800
Trenton, NJ 08625
(800) 322-8092 (24 hours)

APPENDIX

Questions for a Substance Abuser

Do you occasionally drink heavily or use drugs after a disappointment, a quarrel, or when under pressure?

Do you drink or use drugs when you are blue, or to forget your worries and problems for a while?

Are you able to handle more liquor or drugs than you did when you first started drinking?

Did you ever wake up the "morning after" unable to remember part of the evening before?

Do you ever drink or use drugs before a party where alcohol will be served, just to "get in the mood?"

When drinking with other people, do you try to have a few extra drinks when others will not know?

Have you promised yourself to control or cut down on your drinking or drug use, and been unable to follow through?

Do you sometimes feel a little guilty about your drinking or drug use?

Have you ever switched from one kind of drink to another in the hope that this would keep you from getting drunk?

Are you secretly irritated when your family or friends discuss your drinking or drug use?

Do you often find that you wish to continue using drugs or drinking after your friends say they have had enough?

Do you usually have a reason for the occasions when you use drugs or drink heavily?


When you are sober, do you often regret things you have said or done while drinking or high?



A “yes” answer to any question may indicate a possible symptom of alcoholism or drug addiction.

Help is available.

Title IX of the Education Amendments of 1972



It is the policy of Princeton Theological Seminary not to discriminate on the basis of sex in its admission policies, education programs, activities, or employment policies, as required by Title IX of the Education Amendments of 1972. Inquiries regarding compliance with Title IX may be directed to Frederick E. Lansill, Room 2, Administration Building.

As required by these regulations, the following procedures are outlined as a mechanism for the resolution and/or remediation of specific allegations of discrimination on a case basis, and they are intended to provide a means of identifying sources of discrimination which might otherwise go unnoticed by administrators.

1. Initial inquiries or complaints may be directed to the Title IX coordinator indicated above, in person or in writing.

2. If further clarification or resolution is deemed necessary, specific questions of institutional policy or individual charges must be filed in writing with the coordinator. The coordinator will then provide copies to appropriate parties and attempt to resolve the problem.

3. Should steps one and two fail to resolve the problem within a reasonable amount of time (not to exceed 45 days), the coordinator shall request that the President of the Seminary appoint a neutral third party, not directly affected by the outcome, to conduct a hearing. The hearing will be called by the appointed person, to include those parties deemed appropriate to ascertain the facts necessary to reach a disposition. Such a disposition will be related in writing to those involved and to the President. Appeal of such disposition can be made to the President of the Seminary, who may choose to refer them to the Board of Trustees of the Seminary, if necessary.

Discrimination grievances concerned with handicap, race, color, national or ethnic origin should be handled in the same manner as outlined above.

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POLICE/FIRE/RESCUE

In case of emergency, you may call 911, or you may call the numbers below directly.

PRINCETON BOROUGH emergencies (main campus residents)	924-4141
WEST WINDSOR emergencies (for CRW)	799-1222
CAMPUS SECURITY	497-7777

Emergencies requiring police, fire fighters, or ambulance should be reported on the nearest available telephone, to the appropriate number. There are also four emergency boxes located on the Seminary campus (see below), providing a direct line to emergency services. Please remember that when you call and arrange to meet the emergency personnel, **always give your location.**

Municipal call boxes, painted bright red and labeled EMERGENCY, are found at the following outdoor locations:

1. Hodge Hall, front (toward Mackay Campus Center)
2. Speer Library, on curb near Library Place entrance
3. Tennent Hall, front (near Roberts Hall)
4. Alexander Road, near Stuart Hall

CAMPUS SECURITY / DISPATCHER

In addition to informing local authorities, matters of security emergencies should be reported immediately to Seminary Security at (497-7777).

Seminary security call boxes, painted bright red with a blue light on top, may be found at the following locations:

1. Adams House, near front entrance
2. Mackay Campus Center, on front porch
3. Templeton Hall, side entrance*
4. Student parking lot behind Speer Library*
5. Tennent Hall, rear entrance*

*These locations are drive-up phones

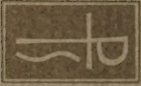
NOTE: The Seminary security call boxes provide direct service only to Campus Security/Dispatcher.

Should there be a plumbing, heating, or electrical emergency, please call David Poinsett, Director of Facilities, at 497-7778, 8:00 a.m. to 4:30 p.m. After hours, weekends, and holidays call:

Main Campus Security/Dispatcher	497-7777
CRW maintenance emergencies	452-2980

MCCOSH HEALTH CENTER

Emergencies	258-3139
Information and Appointments	258-3129



Princeton Theological Seminary
P.O. Box 821
Princeton, NJ 08542-0803